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PROPOSED PROGRAMME BUDGET FOR THE BIENNIUM 1994-1995*

PART VII. COMMON SUPPORT SERVICES

Section 25. *Administration and management*

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* The present document contains section 25E of the proposed programme budget for the biennium 1994-1995. The complete proposed programme budget will subsequently be issued in final printed form as *Official Records of the General Assembly, Forty-eighth Session, Supplement No. 6* (A/48/6/Rev.1).

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PART VII

COMMON SUPPORT SERVICES

SECTION 25. ADMINISTRATION AND MANAGEMENT

SECTION 25E. CONFERENCE SERVICES

Overview

TABLE 25E.1. SUMMARY OF 1994-1995 REQUIREMENTS BY PROGRAMME

(Thousands of United States dollars)

(1) Regular budget

	1992-1993 revised appropriation	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
A. Conference services, New York							
1. Office of the Director	18 016.2	27 115.9	7 245.9	26.7	34 361.8	2 512.2	36 874.0
2. Editorial and official record services	30 941.4	41 655.2	(743.5)	(1.7)	40 911.7	4 648.4	45 560.1
3. Meeting, interpretation and verbatim reporting services	27 866.9	35 804.6	(184.1)	(0.5)	35 620.5	4 085.8	39 706.3
4. Translation services	52 002.8	68 548.9	(2 099.9)	(3.0)	66 449.0	7 537.4	73 986.4
5. Publishing services	26 715.0	34 939.0	(137.8)	(0.3)	34 801.2	3 613.1	38 414.3
6. Library information services	6 391.6	-	-	-	-	-	-
Total	**161 933.9**	**208 063.6**	**4 080.6**	**1.9**	**212 144.2**	**22 396.9**	**234 541.1**
B. Conference and library services, Geneva							
1. Office of the Director	14 826.1	20 523.4	219.6	1.0	20 743.0	1 170.5	21 913.5
2. Editorial and official record services	27 185.8	35 597.2	-	-	35 597.2	2 635.2	38 232.4
3. Meeting, interpretation and verbatim reporting services	20 266.3	26 093.4	-	-	26 093.4	2 365.2	28 458.6
4. Translation services	32 587.4	43 006.6	-	-	43 006.6	3 902.8	46 909.4
5. Publishing services	22 115.4	29 155.2	581.4	1.9	29 736.6	2 118.5	31 855.1
6. Library information services	6 982.1	9 294.2	-	-	9 294.2	721.1	10 015.3
Total	**123 963.1**	**163 670.0**	**801.0**	**0.4**	**164 471.0**	**12 913.3**	**177 384.3**
C. Conference and library services, Vienna							
1. Editorial and official records services	1 532.8	1 811.3	-	-	1 811.3	179.3	1 990.6
2. Meeting, interpretation and verbatim reporting services	5 473.1	7 585.8	-	-	7 585.8	709.1	8 294.9
3. Translation services	16 414.8	18 653.1	232.3	1.2	18 885.4	1 683.3	20 568.7
4. Publishing services	2 170.2	2 561.4	-	-	2 561.4	255.4	2 816.8
5. Library information services	2 021.8	2 330.1	-	-	2 330.1	246.8	2 576.9
Total	**27 612.7**	**32 941.7**	**232.3**	**0.7**	**33 174.0**	**3 073.9**	**36 247.9**
Grand total	**313 509.7**	**404 675.3**	**5 113.9**	**1.2**	**409 789.2**	**38 384.1**	**448 173.3**

(2) Extrabudgetary

1992-1993 estimated expenditures	*Source of funds*	*1994-1995 estimated expenditures*
	(a) Services in support of:	
	(i) Other United Nations organizations	
1 134.3	Support to extrabudgetary administrative structures	1 179.0
	(ii) Extrabudgetary activities	
345.0	Peace-keeping operations	364.4
Total *(a)* **1 479.3**		**1 543.4**
	(b) Substantive activities	
1 564.2	Trust Fund for German Language Translation	1 707.0
102.0	Library Endowment Fund	102.0
Total *(b)* **1 666.2**		**1 809.0**
-	*(c)* Operational projects	-
Total *(c)* -		-
Total *(a)*, *(b)* and *(c)* **3 145.5**		**3 352.4**
	Total costs	**451 525.7**

TABLE 25E.2. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	284 855.5	366 685.0	4 190.1	1.1	370 875.1	35 275.7	406 150.8
Consultants and experts	20.6	83.7	-	-	83.7	6.4	90.1
Travel on official business	131.4	173.0	-	-	173.0	12.4	185.4
Contractual services	1 934.0	3 443.8	270.0	7.8	3 713.8	256.4	3 970.2
General operating expenses	2 814.5	3 846.0	773.8	20.1	4 619.8	276.5	4 896.3
Supplies and materials	6 520.3	11 271.0	(400.0)	(3.5)	10 871.0	753.9	11 624.9
Furniture and equipment	4 992.6	5 480.3	280.0	5.1	5 760.3	327.9	6 088.2
Other expenditures	12 240.8	13 692.5	-	-	13 692.5	1 474.9	15 167.4
Total	**313 509.7**	**404 675.3**	**5 113.9**	**1.2**	**409 789.2**	**38 384.1**	**448 173.3**

TABLE 25E.3. POST REQUIREMENTS

Programme: Conference services

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
ASG	1	1	-	-	-	-	1	1
D-2	3	3	-	-	-	-	3	3
D-1	16	18	-	-	-	-	16	18
P-5	147	146	-	-	2	2	149	148
P-4	385	382	-	-	3	3	388	385
P-3	344	343	-	-	1	1	345	344
P-2/1	86	74	-	-	-	-	86	74
Total	**982**	**967**	**-**	**-**	**6**	**6**	**988**	**973**
General Service category								
Principal level	86	86	-	-	1	1	87	87
Other levels	909	910	-	-	13	13	922	923
Total	**995**	**996**	**-**	**-**	**14**	**14**	**1 009**	**1 010**
Other categories								
Trades and crafts	100	100	-	-	-	-	100	100
Total	**100**	**100**	**-**	**-**	**-**	**-**	**100**	**100**
Grand total	**2 077**	**2 063**	**-**	**-**	**20**	**20**	**2 097**	**2 083**

25E.1 During 1992-1993, as part of the restructuring of the Secretariat, it was decided to consolidate common support services, merging conference services with administration and management in a new budget section and at Headquarters in a single department, the former Department of Conference Services becoming the Office of Conference Services within the Department of Administration and Management. Subsequently, a number of other organizational changes affecting conference services were made at Headquarters. The Dag Hammarskjöld Library was moved to the Department of Public Information and publishing services were reorganized, with functions relating to the management of the publications programme and the global printing account being transferred to the Department of Public Information and responsibility for the procurement of external printing services and for the Sales Section (see income section 3) being transferred to the Office of General Services. These organizational changes are outlined in the revised estimates contained in documents A/C.5/47/2 and Corr.1 and A/C.5/47/88, and are reflected in the appropriations, biennialized base and staffing tables that form the starting point for those estimates.

25E.2 This section makes provision for conference services in New York, Geneva and Vienna, including provision for the conference-servicing requirements of ECE, UNCTAD and UNHCR and the governing bodies of UNDP and UNICEF, as subsidiary bodies of the Economic and Social Council. Provision for conference services at other duty stations, notably at Nairobi and the headquarters of the other four regional commissions, is included under sections 12A, UNEP, 12B, United Nations Centre for Human Settlements (Habitat), 15, ECA, 16, ESCAP, 18, ECLAC and 19, ESCWA.

25E.3 Provision also continues to be made under this section for library services and the full range of publishing services at Geneva and Vienna. Library services at Headquarters and the related budgetary provisions have been transferred to the Department of Public Information (see sect. 24). External printing services at Headquarters and some related publishing services have been transferred to the Department of Public Information and the Office of General Services (see sect. 25D).

25E.4 Provision for the optical disk storage and retrieval system is included under a new section on technological innovations (sect. 29), which has been included under part XI, capital expenditures. Responsibility for the central administration of the system remains with the Office of Conference Services.

25E.5 By its resolution 43/222 B of 21 December 1988, the General Assembly decided to maintain the Committee on Conferences as a permanent subsidiary organ to advise it on all matters relating to the organization of conferences in the United Nations, including the calendar of conferences. The Office of Conference Services is responsible for establishing policies and procedures for conference services and coordinating their overall provision. It is furthermore responsible for the global planning and coordination of conference-servicing resources. Within the Secretariat, the Director of Conference Services has overall responsibility for the direction and development of conference-servicing policy.

25E.6 Conference-servicing requirements are programmed through the calendar of conferences and meetings, which is approved biennially by the General Assembly, on the recommendation of the Committee on Conferences, in the year preceding the biennium to which the calendar applies. Given the uncertainties of the timing and volume of the demand for conference services, permanent conference-servicing resources are normally programmed below the projected workload levels required and are augmented when necessary through the use of temporary staff, for which provision is made under temporary assistance for meetings. Prior to 1988-1989, provision was made for meetings authorized after the calendar was approved through a consolidated statement of conference-servicing requirements submitted to the Assembly at the end of the year. Since 1988-1989 the level of resources for temporary assistance for meetings has been estimated on the basis of experience and provision made in the proposed programme budget not only for meetings programmed at that time but also for meetings that would be authorized subsequently, provided that the number and distribution of meetings is consistent with the pattern in previous years.

25E.7 Although meeting and documentation requirements tapered off during the financial crisis of 1986-1987 and the retrenchment exercise in 1988-1989, the volume of activity in the first two bienniums of the 1990s compares to the levels of the early 1980s. The available statistics indicate that since 1988-1989 the number of meetings serviced at all three conference centres has increased 17.2 per cent and the number of words translated and revised 19.3 per cent. With the continuing increase in the activity of the Security Council and the development of new programmes, such as sustainable development, and the expansion of existing ones, such as human rights, the volume of conference-servicing activity can be expected to continue to grow. During 1994-1995 six special conferences will be serviced: the Global Conference on the Sustainable Development of Small Island Developing States and the International Conference on Population and Development in 1994; and the Fourth World Conference on Women, the Ninth United Nations Congress on the Prevention of Crime and the Treatment of Offenders, the ninth session of UNCTAD and the World Summit on Social Development in 1995. This compares with four special conferences in 1992-1993. In addition, preparatory meetings will be held in 1994-1995 for the 1996 United Nations Conference on Human Settlements.

25E.8 Workload statistics for Headquarters, Geneva and Vienna are provided in the respective sections below. It should be noted that for certain services, in particular translation and editing, the workload statistics reflect actual work performed and make no allowance for unprocessed backlogs or material otherwise delayed. In this context, it should be noted that priority is given to requirements for intergovernmental meetings and other material, such as publications, may be delayed. Production capacity is influenced by such factors as staff productivity, the number of vacancies, delays in recruitment, the ratio of trainees to experienced staff and the availability of temporary assistance or contractual funds.

25E.9 The estimates that follow include the proposed abolition of 19 posts identified for redeployment during 1992-1993 in the context of the new treatment of vacancies. It is anticipated that the acquisition of workstations proposed in paragraph 25E.38 as part of the continuing application of technological innovations in the translation and editorial services will further increase productivity (see para. 25E.23) and would offset the proposed reduction in the permanent capacity at Headquarters. During 1994-1995 it is intended to strive for improved quality and timeliness of services, as well as increased productivity, through the continued implementation of the technological innovations programme. Conference services are also expected to benefit from the increased emphasis on training (see sect. 25B). Efforts would also be made to cope with the increasing workload through more effective use of the resources and facilities available at all United

Nations conference centres and working with substantive and technical secretariats to ensure the most efficient utilization of resources.

25E.10 The estimates also include an increase of $5,900,000 for temporary assistance for meetings over the revised appropriation for 1992-1993. In this regard, it should be recalled that, on the recommendation of ACABQ (A/46/7, para. 58), the General Assembly reduced the proposed provision for temporary assistance for meetings in 1992-1993 by $4,165,300 under former section 32. In making that recommendation, ACABQ stated that it did not intend to reduce the volume of services but questioned the estimated cost. It further stated that if the actual cost of the volume of services turned out to be higher, additional requirements could be requested in the performance reports on the budget. The proposed increase is based on projected expenditures for 1992-1993, for which additional amounts are likely to be requested in the second performance report.

25E.11 Given the reduction in the 1992-1993 resource base for temporary assistance for meetings, as well as an amount of $977,500 relating to the redeployment of editorial services from the Department of Political Affairs, the proposed growth rate of 1.2 per cent for conference services overall, and 1.9 per cent at Headquarters, is actually somewhat overstated. In fact the Secretary-General is relying on productivity increases on the part of conference services to cope with the increasing demand for services consistent with the programmatic growth proposed elsewhere in the budget. The actual growth proposed under this section relates mainly to an increase in temporary assistance for meetings over the level foreseen for 1992-1993, attributable to the increased workload, and the implementation of the technological innovations programme, which has increased requirements for maintenance and replacement.

25E.12 Resource requirements have been estimated separately for each of the conference centres, based on the current level of expenditure. The working assumption is that the restructuring of the Secretariat is not expected to diminish the status of Vienna as a major conference centre and that the level of activity there will be consistent with that in previous years. The reduction in established posts has been concentrated in New York, given the relatively small permanent capacity at Geneva, where there is also a larger freelance market for language staff. Based on actual requirements in 1992-1993, the increase in temporary assistance for meetings is also concentrated in New York. As in the past, the Secretary-General will administer temporary assistance for meetings on a global basis, redeploying funds among the main offices as appropriate. It is also anticipated that technological innovations will facilitate the sharing of resources among conference centres.

25E.13 In accordance with General Assembly resolution 45/248 A of 21 December 1990, section VIII, and related recommendations of ACABQ, consultations were held with UNIDO and IAEA concerning the possible establishment of a unified conference service at the Vienna International Centre administered by the United Nations, but no agreement has so far been reached. As the United Nations is expected to continue to be the major user of conference services at Vienna, it is the Secretariat's view that the United Nations should assume responsibility for all aspects of the servicing of conferences and meetings of Vienna-based United Nations bodies. This submission is based on the interim assumption that the current arrangements will continue through the forthcoming biennium, with the phasing in of a separate United Nations conference service during the last three months of the biennium 1994-1995, the new service to be effective on 1 January 1996. Recently, however, discussions with UNIDO on a unified conference service at Vienna under United Nations management have made significant progress. Depending on further developments in this regard, the Secretary-General may submit a progress report and revised proposals to the General Assembly at its forty-ninth session.

25E.14 The estimated percentage distribution of the total resources among the three conference centres would be as follows:

	Regular budget	*Extrabudgetary*
	(percentage)	
A. Conference services, New York	51.8	61.8
B. Conference and library services, Geneva	40.1	38.2
C. Conference and library services, Vienna	8.1	-
Total	100.0	100.0

25E.15 The programme of work under this section includes four subprogrammes being implemented at Headquarters and five subprogrammes at Geneva and Vienna, each shown separately by conference centre, corresponding to the subprogrammes under programme 39, Conference and library services, of the medium-term plan for the period 1992-1997, as revised (A/47/6/Rev.1). As indicated in the plan, the services provided under these subprogrammes constitute an integrated package of support for basic functions of the Organization. Accordingly, no attempt has been made to assign relative priorities. The estimated distribution of resources among subprogrammes would be as indicated below. It should be noted that central provision is made under the Office of the Director for such items as temporary assistance, overtime and equipment other than reproduction equipment.

		Regular budget				*Extrabudgetary*		
		New York	*Geneva*	*Vienna*	*Total*	*New York*	*Geneva*	*Total*
					(percentage)			
Subprogramme 1.	Editorial and official record services	23.0	24.8	5.5	22.1	-	-	-
Subprogramme 2.	Meeting, interpretation and verbatim reporting services	20.0	18.1	22.9	19.5	-	-	-
Subprogramme 3.	Translation services	37.4	29.9	56.9	36.2	97.1	-	60.0
Subprogramme 4.	Publishing services	19.6	20.7	7.7	18.9	2.9	85.9	34.6
Subprogramme 5.	Library information services	-	6.5	7.0	3.3	-	14.1	5.4
	Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0

Workload standards

25E.16 In its resolution 46/185 C, section XXIII, the General Assembly requested the Secretary-General to keep under review workload standards in the Department of Conference Services, taking into account technological innovations and the need for further progress in productivity, and to report thereon in the context of the proposed programme budget for 1994-1995.

25E.17 Workload standards for conference-servicing staff were developed in 1977 following a request from ACABQ for workload and other data that could be used as a basis for a standardized approach to estimating the financial implications of conference and meetings. They are used primarily to calculate staffing requirements for conferences and meetings held away from established headquarters and to estimate temporary assistance requirements when workloads are expected to exceed established capacity.

25E.18 The standards were reviewed by the General Assembly in 1980 and again in 1990. In section II of its resolution 45/248 A, the General Assembly took note of the workload standards for conference-servicing staff contained in document A/C.5/45/1, as modified by ACABQ and requested the Secretary-General to pursue, through ACC, the elaboration of unified workload standards for conference-servicing staff within the United Nations common system and to report thereon, through ACC to the Assembly. By its decision 47/460, the Assembly deferred consideration of the report of the Secretary-General on the subject (A/C.5/47/67) until its forty-eighth session.

25E.19 The workload standards for documentation and meeting services approved by the General Assembly at its forty-fifth session are as follows:

1.	Documentation (pre-session, in-session and post-session)	
	(a) Translation	1 work-day for every 1,650 words
	(b) Revision	1 work-day for every 4,950 words
	(c) Self-revision	1 work-day for every 1,400 words
	(d) Text processing	1 work-day for every 4,290 words of original language text 1 work-day for every 2,145 words of final translated text
2.	Meeting services	
	(a) Interpretation	1.5 work-days per meeting (of 2.5 to 3.0 hours' duration) per language for English, French, Russian and Spanish; 2 work-days per meeting per language for Arabic and Chinese
	(b) Support staff Conference Officer	1 work-day for a meeting of 50 or more participants; 0.5 work-day for a meeting of less than 50 participants
	Documentation distribution clerk	0.5 work-day per meeting
3.	Meeting records	
	(a) Summary records	3 work-days of précis-writing per meeting; 2 work-days of translation per language per meeting; 0.5 work-day of revision per language per meeting; 3 work-days of text processing per meeting
	(b) Verbatim records	4 work-days of verbatim reporting per meeting per language 1 work-day of revision per meeting per language

25E.20 In the translation services, the average output in any given period will result much less from any notion of a mandatory production quota than from practical factors such as the ratio of experienced staff to trainees, the efficiency with which the work programme is planned and scheduled, the type of material that has constituted the bulk of the workload during the period covered, the availability of relevant terminology and reference data, and the effectiveness of functions closely associated with the translation process such as editing and text-processing. Over the past five years, the average output per translator has been steadily increasing in all the translation services at Headquarters, to the point where in most cases it exceeds the established standard of 1,650 words per day. On the other hand, the implementation of self-revision has increasingly restricted full-time revision to particularly complex documents and the output of trainees, thus making it more time-consuming than it was when the standards were established. Similarly, changing practices in the work of intergovernmental bodies are requiring a larger investment of staff time in précis-writing.

25E.21 The text-processing units at Headquarters completed the process of converting to the new word-processing standard of the Secretariat in mid-1993. The productivity of the text-processing units continues to improve. Despite a reduction of 27 established posts during the retrenchment exercise in 1988-1989, the text-processing units at Headquarters were able to cope with a 9.6 per cent increase in workload in 1990-1991 with no loss of quality or timeliness of output.

25E.22 In his report (A/C.5/45/1), the Secretary-General had proposed a standard number of page impressions for New York (30,000 per day) and Geneva (15,000 per day) as the minimum output of a group of staff involved in the printing process of United Nations documents and publications, noting that these were experimental standards. The experience in the past two years is that outputs have been at least 10 times the standard number given. Further review of the use of page impressions as a unit of measurement for reproduction may therefore be necessary.

25E.23 It is expected that the average output of text processors and translators will continue to rise with the increasing application of technological innovations. Workload standards will therefore be kept under continuous review, with adjustments being proposed as and when necessary. Actual improvements in productivity have been taken into account in the estimates for 1994-1995.

A. Conference services, New York

TABLE 25E.4. SUMMARY OF 1994-1995 REQUIREMENTS BY PROGRAMME

(Thousands of United States dollars)

(1) Regular budget

	1992-1993 revised appropriation	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Office of the Director	18 016.2	27 115.9	7 245.9	26.7	34 361.8	2 512.2	36 874.0
Editorial and official records services	30 941.4	41 655.2	(743.5)	(1.7)	40 911.7	4 648.4	45 560.1
Meeting, interpretation and verbatim reporting services	27 866.9	35 804.6	(184.1)	(0.5)	35 620.5	4 085.8	39 706.3
Translation services	52 002.8	68 548.9	(2 099.9)	(3.0)	66 449.0	7 537.4	73 986.4
Publishing services	26 715.0	34 939.0	(137.8)	(0.3)	34 801.2	3 613.1	38 414.3
Library information services[a]	6 391.6	-	-	-	-	-	-
Total, regular budget	**161 933.9**	**208 063.6**	**4 080.6**	**1.9**	**212 144.2**	**22 396.9**	**234 541.1**

(2) Extrabudgetary

1992-1993 estimated expenditures	*Source of funds*	*1994-1995 estimated expenditures*
	(a) Services in support of:	
-	(i) Other United Nations organizations	-
345.0	(ii) Extrabudgetary activities Peace-keeping operations	364.4
345.0		**364.4**
	(b) Substantive activities	
1 564.2	Trust Fund for German Language Translation	1 707.0
1 564.2		**1 707.0**
-	*(c)* Operational projects	-
-		-
1 909.2		**2 071.4**
	Total costs	**236 612.5**

[a] Transferred to section 24, Public information.

TABLE 25E.5. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	152 495.6	193 265.3	4 190.1	2.1	197 455.4	21 333.2	218 788.6
Consultants and experts	20.6	83.7	-	-	83.7	6.4	90.1
Travel on official business	86.5	110.5	-	-	110.5	8.3	118.8
Contractual services	987.5	2 164.6	300.0	13.8	2 464.6	189.0	2 653.6
General operating expenses	1 440.1	1 779.1	113.8	6.3	1 892.9	130.4	2 023.3
Supplies and materials	3 743.4	7 326.8	200.0	2.7	7 526.8	570.0	8 096.8
Furniture and equipment	3 160.2	3 333.6	(723.3)	(21.6)	2 610.3	159.6	2 769.9
Total	**161 933.9**	**208 063.6**	**4 080.6**	**1.9**	**212 144.2**	**22 396.9**	**234 541.1**

TABLE 25E.6. POST REQUIREMENTS

Organizational unit: Office of Conference Services, New York

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
ASG	1	1	-	-	-	-	1	1
D-2	2	2	-	-	-	-	2	2
D-1	11	13	-	-	-	-	11	13
P-5	96	95	-	-	2	2	98	97
P-4	236	233	-	-	3	3	239	236
P-3	206	205	-	-	1	1	207	206
P-2/1	59	47	-	-	-	-	59	47
Total	**611**	**596**	**-**	**-**	**6**	**6**	**617**	**602**
General Service category								
Principal level	57	57	-	-	1	1	58	58
Other levels	482	483	-	-	4	4	486	487
Total	**539**	**540**	**-**	**-**	**5**	**5**	**544**	**545**
Other categories								
Trades and crafts	100	100	-	-	-	-	100	100
Total	**100**	**100**	**-**	**-**	**-**	**-**	**100**	**100**
Grand total	**1 250**	**1 236**	**-**	**-**	**11**	**11**	**1 261**	**1 247**

25E.24 As part of the overall restructuring of the Secretariat, in 1992 the Department of Conference Services became part of the Department of Administration and Management and was designated an Office. The Executive Office of the former Department of Conference Services was integrated into the Executive Office of the Department of Administration and Management, which forms part of the Office of the Under-Secretary-General (see sect. 25A).

25E.25 As indicated in paragraph 25E.1, responsibility for the Dag Hammarskjöld Library, together with the programme of library information services, was transferred to the Department of Public Information. Functions relating to the management of the publications programme and the global printing account were also transferred to the Department of Public Information, and responsibility for the procurement of external printing services was transferred to the Office of General Services. Responsibility for the Sales Section (see income section 3) was also transferred to the Office of General Services.

25E.26 As part of the reorganization of the Department of Political Affairs, it is proposed to transfer to the Office of Conference Services responsibility for the provision of editorial services previously carried out by the former Division of General Assembly Affairs (see sect. 3B, para. 28 (j)).

25E.27 Following the restructuring, the Office of Conference Services was reorganized into two main divisions: the Interpretation, Meetings and Documentation Division, and the Translation and Editorial Division. The former Division includes the Planning and Meetings Servicing Section, the Interpretation Service and the Verbatim Reporting Section, all under subprogramme 2, the Text-processing Section, which falls under subprogramme 1, Editorial and official record services, and those publishing services for which the Office of Conference Services remains responsible, namely reproduction, copy preparation and proofreading, and distribution (subprogramme 4). The Translation and Editorial Division combines responsibility for editorial and official records and translation services (subprogrammes 1 and 3). Overall planning and coordinating functions for the provision of conference services and the application of technological innovations, including documents control (subprogramme 1), were centralized in the Office of the Director of Conference Services. As in the past, the programme of work and resource requirements are presented by subprogramme of the medium-term plan.

25E.28 Table 25E.7 summarizes the workload for the bienniums 1986-1987, 1988-1989 and 1990-1991, together with estimates for 1992-1993 and 1994-1995.

TABLE 25E.7. CONFERENCE SERVICES, NEW YORK: SUMMARY OF WORKLOAD STATISTICS

	1986-1987	1988-1989 (actual)	1990-1991	1992-1993 (estimate)	1994-1995 (estimate)
Number of meetings serviced	6 781	7 215	7 575	8 800	8 800
Interpretation (number of assignments)	59 789	57 623	59 617	66 000	66 000
Translation/revision (thousands of words)[a]	175 227	164 670	177 764	196 200	196 200
Text processing (thousands of words)[b]	330 831	321 235	355 492	383 400	383 400
Editing (thousands of words)[c]	146 770	134 040	116 072	107 650	107 650
Reproduction (thousands of page impressions)	1 453 897	1 372 000	1 471 800	1 530 000	1 530 000
Distribution (thousands of items)	75 577	90 160	114 460	130 000	130 000

[a] Includes contractual translation funded under conference services; excludes services funded from the Trust Fund for German Language Translation.

[b] Includes contractual services.

[c] Excludes the workload of the former Division of General Assembly Affairs.

1. OFFICE OF THE DIRECTOR OF CONFERENCE SERVICES

TABLE 25E.8. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	15 809.2	24 267.3	6 088.9	25.0	30 356.2	2 243.0	32 599.2
Consultants and experts	20.6	83.7	-	-	83.7	6.4	90.1
Travel on official business	81.9	110.5	-	-	110.5	8.3	118.8
Contractual services	1.8	48.7	-	-	48.7	3.8	52.5
General operating expenses	680.7	859.6	635.6	73.9	1 495.2	99.8	1 595.0
Supplies and materials	14.3	192.4	50.0	25.9	242.4	18.0	260.4
Furniture and equipment	1 407.7	1 553.7	471.4	30.3	2 025.1	132.9	2 158.0
Total	**18 016.2**	**27 115.9**	**7 245.9**	**26.7**	**34 361.8**	**2 512.2**	**36 874.0**

TABLE 25E.9. POST REQUIREMENTS

Organizational unit: Office of the Director of Conference Services, New York

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
ASG	1	1	-	-	-	-	1	1
D-1	1	1	-	-	-	-	1	1
P-5	1	1	-	-	-	-	1	1
P-4	1	1	-	-	-	-	1	1
Total	**4**	**4**	**-**	**-**	**-**	**-**	**4**	**4**
General Service category								
Other levels	2	2	-	-	-	-	2	2
Total	**2**	**2**	**-**	**-**	**-**	**-**	**2**	**2**
Grand total	**6**	**6**	**-**	**-**	**-**	**-**	**6**	**6**

25E.29 The Office of the Director of Conference Services provides overall direction, supervision and management of conference services at Headquarters and has responsibility for directing the development of conference-servicing policies, procedures and practices for the United Nations and coordinating the provision of conference services in the Secretariat. The Office also provides substantive services to the Committee on Conferences and the Inter-Agency Meeting on Language Arrangements, Documentation and Publications.

25E.30 Central provision is made under the Office of the Director for such requirements as temporary assistance, overtime, consultants, external printing and office automation equipment. Programme support services for the Office of Conference Services, including personnel and financial administration and resources planning, are now provided by the Executive Office of the Department of Administration and Management (see sect. 25A).

Resource requirements (at current rates)

Staff costs

25E.31 The proposed provision of $30,356,200, including an increase of $6,088,900, relates to the following:

(a) Established posts. Pending the submission of proposals relating to the overall distribution of high-level posts and taking into account the views of Member States, as contained in General Assembly resolution 47/212 B of 6 May 1993, it is proposed to maintain the post of the head of the Office at the Assistant Secretary-General level. The resource requirements ($1,121,200) under this heading include delayed growth of $23,900 relating to the establishment of the post of the head of the Office at the Assistant Secretary-General level;

(b) Temporary assistance for meetings. The estimated requirements of $23,532,600 represent an increase of $5,900,000 over the revised appropriation for 1992-1993. These requirements relate, in the first instance, to sessions of the General Assembly and, in the second, to meetings authorized by intergovernmental bodies during the course of a biennium, for which provision was made prior to 1988-1989 through the consolidated statement of conference-servicing requirements submitted at the end of each session of the Assembly. Expenditures for 1990-1991 and disbursements for 1992 are shown below:

	1990-1991	*1992*
	(United States dollars)	
Sessions of the General Assembly	14 944 100	7 036 100
Other recurrent meetings	6 323 800	4 768 400
Total	21 267 900	11 804 500

On the recommendation of the ACABQ (see A/46/7, para. 58), the General Assembly reduced the proposed provision for temporary assistance for meetings in 1992-1993 by $4,165,300 under former section 32. In making that recommendation, ACABQ stated that it did not intend to reduce the volume of services proposed but questioned the estimated cost. It further stated that if the actual cost of the volume of services turned out to be higher, additional requirements could be presented in the performance reports on the budget. Consequently, the resource base for 1992-1993 was reduced. The proposed increase under this heading is based on projected expenditures for 1992-1993, for which additional amounts are likely to be requested in the performance report. Apart from the overall increase in workload, it should be noted that the sessions of the General Assembly in 1990, 1991 and 1992 lasted 16 weeks each, whereas in the past these sessions normally lasted 13 weeks. The estimated requirements for 1994-1995 also reflect to some extent the reductions proposed under established posts;

(c) General temporary assistance. A provision of $1,607,400 would cover (i) the normal requirements for general temporary assistance to replace staff on maternity leave or extended sick leave, or to engage extra staff during periods of peak workload ($1,019,700), including an increase of $165,000 for editorial assistance for sessions of the General Assembly (24 work-months at the P-3 level) related to the transfer to the Office of Conference Services of the responsibility for that function (see paras. 25E.42 and 25E.44); and (ii) temporary assistance for the elimination of the backlog in the United Nations *Treaty Series* ($587,700), which it is proposed to maintain at the same level as in 1992-1993: 12 work-months each for one P-4 and two P-3 temporary staff in the Translation Division and three P-3, two P-2/1 and one General Service (Other level) post for copy preparation and proofreading;

(d) Overtime. A provision of $4,095,000, at the maintenance level, is proposed for overtime required to service meetings beyond normal hours or to process documentation for meetings within tight deadlines.

Consultants and experts

25E.32 A provision of $83,700, involving no growth, is proposed for the services of consultants to implement and evaluate various recommendations and proposals relating to the review of the Office of Conference Services undertaken pursuant to General Assembly resolution 46/190.

Travel on official business

25E.33 A provision of $110,500 is requested to cover travel and related costs in connection with the staff exchange programme among conference centres. During the biennium, exchange visits are planned to observe and evaluate progress in the application of new technologies at United Nations conference centres and specialized agencies.

Contractual services

25E.34 The estimated requirements ($48,700) relate to the printing of expendable office supply forms that cannot be produced internally.

General operating expenses

25E.35 Requirements of $1,458,900, involving a growth of $649,200, are estimated for the maintenance of office automation equipment, based on the existing inventory of such equipment.

25E.36 Provision is also included under this heading for communications ($34,000) and official functions ($2,300).

Supplies and materials

25E.37 It is estimated that $242,400, including an increase of $50,000, would be required for expendable supplies relating to office automation equipment. The provision for this object was initially intended to meet the needs of the text-processing units. Many other aspects of the documentation process have now been automated and the number of users of these items has thus increased considerably.

Furniture and equipment

25E.38 An amount of $830,000, of which $422,000 is an increase, is proposed for the acquisition of 243 networked workstations for the translation and editorial services in order to provide all translators and editors with the capacity to work on-line and have access to the optical disk system (see sect. 29).

25E.39 Requirements of $1,036,400, including a growth of $49,400, are estimated for the replacement of office automation equipment, based on the existing inventory of such equipment. It is planned to replace the three WANG minicomputers and 216 workstations that run the Documents Recording, Information and Tracking System (DRITS), the database on conferences and meetings, the interpreter assignments programme, the documents and publications inventory system, and distribution and mailing list applications, since this equipment has become obsolete.

25E.40 The requirements under this heading also include miscellaneous costs for furniture and related office equipment, estimated at $158,700.

2. EDITORIAL AND OFFICIAL RECORD SERVICES

TABLE 25E.10. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	29 549.6	40 099.2	812.5	2.0	40 911.7	4 648.4	45 560.1
General operating expenses	397.7	521.8	(521.8)	(100.0)	-	-	-
Furniture and equipment	994.1	1 034.2	(1 034.2)	(100.0)	-	-	-
Total	**30 941.4**	**41 655.2**	**(743.5)**	**(1.7)**	**40 911.7**	**4 648.4**	**45 560.1**

TABLE 25E.11. POST REQUIREMENTS

Programme: Editorial and official record services, New York

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
D-1	3	3	-	-	-	-	3	3
P-5	1	1	-	-	-	-	1	1
P-4	15	18	-	-	-	-	15	18
P-3	28	29	-	-	-	-	28	29
P-2/1	7	7	-	-	-	-	7	7
Total	**54**	**58**	-	-	-	-	**54**	**58**
General Service category								
Principal level	23	23	-	-	-	-	23	23
Other levels	310	311	-	-	-	-	310	311
Total	**333**	**334**	-	-	-	-	**333**	**334**
Grand total	**387**	**392**	-	-	-	-	**387**	**392**

Subprogramme 1. Editorial and official record services

25E.41 On-screen editing and preparation of camera-ready copy using desktop publishing techniques were introduced in the Editorial Service for selected documents in English, French and Spanish in 1992-1993. These work methods will be extended to other official languages and to other types of official records in 1994-1995. The continuing use of electronic typesetting should help to increase the volume of official records issued during the biennium. Text-processing services will be further enhanced through direct linkage to electronic publishing facilities and to the optical disk system. The Text-processing Section will have completed its conversion to the use of networked personal computers and WordPerfect software and will continue to prepare documents in electronic and camera-ready form in all official languages of the United Nations.

25E.42 It is proposed to transfer to the Office of Conference Services responsibility for the provision of editorial services previously carried out by the former Division of General Assembly Affairs (see sect. 3B, para. 28 (j)).

Activities

1. Parliamentary services (RB)

Parliamentary documentation: preparation of the daily *Journal of the United Nations* in English and French.

2. Conference services (RB)

Editorial and official records services: *(a)* editing and preparation for reproduction of official records of conferences and meetings; *(b)* editing and processing of drafts not subject to editing by other units in the Secretariat; *(c)* establishment of editorial standards; *(d)* issuance of drafting and editing instructions; *(e)* planning of the production schedule for documentation in accordance with the requirements of meetings; *(f)* ensuring compliance with the instructions and guidelines on the control and limitation of documentation; *(g)* maintenance of statistical records of conference servicing; *(h)* text processing of fair copy for reproduction of United Nations documents and publications in the six official languages; *(i)* central facility for preparation of correspondence and notes verbales; *(j)* compilation of directories of Governments and missions; and *(k)* planning, organization and management of the introduction of technological innovations for conference services.

25E.43 Workload statistics related to this subprogramme are shown in table 25E.12.

TABLE 25E.12. EDITORIAL AND OFFICIAL RECORD SERVICES: WORKLOAD STATISTICS[a]

(Thousands of words)

	1986-1987	1988-1989	1990-1991	1992-1993	1994-1995
		(actual)		(estimate)	
(a) Editing					
Pre-editing	13 484	14 949	15 815	17 650	17 650
Official records editing	133 286	119 091	100 257	*90 000*	90 000
Total	**146 770**	**134 040**	**116 072**	**107 650**	**107 650**
(b) Text processing					
Staff					
Arabic	46 816	45 890	51 511	58 200	58 200
Chinese	41 232	39 430	43 631	49 800	49 800
English	41 196	40 208	41 760	42 000	42 000
French	60 437	57 567	61 499	67 000	67 000
Russian	47 718	47 420	52 865	56 600	56 600
Spanish	55 799	55 574	62 226	67 800	67 800
Subtotal	293 198	286 089	313 492	341 400	341 400
Contractual [b]	37 633	35 146	42 000	42 000	42 000
Total	**330 831**	**321 235**	**355 492**	**383 400**	**383 400**

[a] Excludes the workload of the former Division of General Assembly Affairs.

[b] Includes work performed on a reimbursable basis.

Resource requirements (at current rates)

Staff costs

25E.44 An increase of $812,500 under staff costs relates to the redeployment of three P-4, one P-3 and one General Service (Other level) posts from the Department of Political Affairs in connection with the transfer from the Department of the function of editing General Assembly documentation.

General operating expenses and furniture and equipment

25E.45 The decreases under these objects relate to the decision to provide for resource requirements for the optical disk storage and retrieval system under section 29, Technological innovations.

3. MEETING, INTERPRETATION AND VERBATIM REPORTING SERVICES

TABLE 25E.13. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	27 866.9	35 804.6	(184.1)	(0.5)	35 620.5	4 085.8	39 706.3
Total	**27 866.9**	**35 804.6**	**(184.1)**	**(0.5)**	**35 620.5**	**4 085.8**	**39 706.3**

TABLE 25E.14. POST REQUIREMENTS

Programme: Meeting, interpretation and verbatim reporting services, New York

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
D-2	1	1	-	-	-	-	1	1
D-1	1	3	-	-	-	-	1	3
P-5	38	36	-	-	-	-	38	36
P-4	71	71	-	-	-	-	71	71
P-3	66	67	-	-	-	-	66	67
P-2/1	9	6	-	-	-	-	9	6
Total	**186**	**184**	**-**	**-**	**-**	**-**	**186**	**184**
General Service category								
Principal level	8	8	-	-	-	-	8	8
Other levels	13	13	-	-	-	-	13	13
Total	**21**	**21**	**-**	**-**	**-**	**-**	**21**	**21**
Grand total	**207**	**205**	**-**	**-**	**-**	**-**	**207**	**205**

Subprogramme 2. Meeting, interpretation and verbatim reporting services

25E.46 During the biennium 1994-1995 a computer database for the management of the calendar of conferences and meetings is expected to become fully operational, facilitating the development and control of the calendar and the analysis of the actual use of conference services and meeting facilities world wide. A continuing analysis of the annual, monthly, weekly and daily meetings programme will be undertaken to ascertain patterns of actual use of conference services and to identify possibilities for redeployment of resources to meet unanticipated or ad hoc requests. Planning missions will be undertaken in cooperation with the substantive secretariats concerned to ensure that appropriate arrangements are made for conferences and meetings away from Headquarters. The computer-based system for scheduling interpreter assignments will be further refined in New York and Geneva and coordinated measures will continue to use interpretation staff in Geneva, New York and Vienna to meet global servicing requirements in the most efficient and effective way. The Verbatim Reporting Section will take over full responsibility for the preparation of the final version of verbatim records; the issuance of provisional records will be discontinued. Capacity will be established for the transmission of documents in electronic form and their on-site reproduction in meeting rooms at Headquarters and offices away from Headquarters.

Activities

1. Parliamentary services (RB)

(a) Parliamentary documentation: reports for the Committee on Conferences on various topics requested by the Committee;

(b) Substantive services: Committee on Conferences (1994, 1995).

2. Conference services

Meeting, interpretation and verbatim reporting services: *(a)* development and coordination of the biennial calendar of conferences and meetings of the United Nations; *(b)* coordination and servicing of meetings away from Headquarters; *(c)* provision of interpretation for meetings at and away from Headquarters; and *(d)* provision of verbatim reporting services to the General Assembly, the Security Council and other authorized bodies.

25E.47 Workload statistics related to this subprogramme are shown in table 25E.15.

TABLE 25E.15. MEETING, INTERPRETATION AND VERBATIM REPORTING SERVICES: WORKLOAD STATISTICS

	1986-1987	1988-1989	1990-1991	1992-1993	1994-1995
		(actual)		(estimate)	
Meetings with interpretation	5 542	5 479	5 758	6 200	6 200
Meetings without interpretation	1 239	1 736	1 817	2 600	2 600
Meetings with verbatim records	633	654	584	714	714
Interpreter assignments	59 789	57 623	59 617	66 000	66 000

Resource requirements (at current rates)

Staff costs

25E.48 The net negative growth of $184,100 relates to the following proposed changes in the staffing table:

(a) Abolition of three P-2 posts in the Interpretation Service identified for redeployment during 1992-1993 in the context of the new treatment of vacancies, offset in part by the redeployment of a P-3 post from the Translation and Editorial Division;

(b) Reclassification from P-5 to D-1 of the post of the Head of the Planning and Meetings Servicing Section, who also serves as Secretary of the Committee on Conferences. The Secretary of the Committee on Conferences is responsible for providing substantive inputs and organizational and technical secretariat services to the Committee and reports directly to the Director of Conference Services;

(c) Reclassification from P-5 to D-1 of the post of the Head of the Verbatim Reporting Section. The post has been classified at this level because of its supervisory functions in respect of 54 Professional staff in six language units each headed at the P-5 level and a recording unit comprising 5 General Service staff, with the number of staff increasing during sessions of the General Assembly to 150 Professional staff and 14 General Service staff. In addition, the Section has assumed full responsibility for the issuing of verbatim records in final form.

4. TRANSLATION SERVICES

TABLE 25E.16. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

(1) Regular budget

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	51 128.3	66 433.0	(2 399.9)	(3.6)	64 033.1	7 352.2	71 385.3
Contractual services	874.5	2 115.9	300.0	14.1	2 415.9	185.2	2 601.1
Total, regular budget	**52 002.8**	**68 548.9**	**(2 099.9)**	**(3.0)**	**66 449.0**	**7 537.4**	**73 986.4**

(2) Extrabudgetary

1992-1993 estimated expenditures	*Source of funds*	*1994-1995 estimated expenditures*
	(a) Services in support of:	
-	(i) Other United Nations organizations	-
	(ii) Extrabudgetary activities	
345.0	Peace-keeping operations	364.4
Total *(a)* **345.0**		**364.4**
	(b) Substantive activities	
1 504.2	Trust Fund for German Language Translation	1 647.0
Total *(b)* **1 504.2**		**1 647.0**
-	*(c)* Operational projects	-
Total *(c)* -		-
Total *(a)*, *(b)* and *(c)* **1 849.2**		**2 011.4**
	Total costs	**75 997.8**

TABLE 25E.17. POST REQUIREMENTS

Programme: Translation services, New York

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
D-2	1	1	-	-	-	-	1	1
D-1	6	6	-	-	-	-	6	6
P-5	55	56	-	-	2	2	57	58
P-4	143	137	-	-	3	3	146	140
P-3	101	98	-	-	1	1	102	99
P-2/1	28	20	-	-	-	-	28	20
Total	**334**	**318**	**-**	**-**	**6**	**6**	**340**	**324**
General Service category								
Principal level	25	25	-	-	-	-	25	25
Other levels	37	37	-	-	-	-	37	37
Total	**62**	**62**	**-**	**-**	**-**	**-**	**62**	**62**
Grand total	**396**	**380**	**-**	**-**	**6***	**6***	**402**	**386**

* Posts financed from the Trust Fund for German Language Translation.

Subprogramme 3. Translation services

25E.49 During 1994-1995, the introduction of advanced technological methods in the translation function will be accelerated, including the use by translators of text-processing workstations equipped with machine-assisted translation capabilities and linked electronically to reference and terminology databases. Work will continue on the elimination of the backlog in the production of the United Nations *Treaty Series* and it is expected that this process will be completed by the end of the biennium.

Activities

1. Published material (RB)

Technical material: terminology notes and bulletins on various subject areas.

2. Conference services (RB/XB)

Translation services: *(a)* translation of parliamentary documentation and other material from and into the six official languages of the Organization; *(b)* translation into and related services in German from extrabudgetary resources; *(c)* arranging for contractual translation; *(d)* preparation of summary records of conferences and meetings in English, French, Spanish and Russian and translation of such records into the other languages required; and *(e)* provision of reference services for editors, translators and interpreters.

25E.50 Workload statistics related to this subprogramme are shown in tables 25E.18 and 25E.19.

TABLE 25E.18. TRANSLATION SERVICES: WORKLOAD STATISTICS FOR TRANSLATION AND REVISION

(Thousands of words)

	1986-1987	1988-1989 (actual)	1990-1991	1992-1993 (estimate)	1994-1995
(a) Staff					
Arabic	26 536	25 201	28 790	32 200	32 200
Chinese	27 661	25 589	27 163	30 000	30 000
English	8 673	8 330	8 401	8 800	8 800
French	31 196	28 192	29 846	34 600	34 600
Russian	27 007	26 130	29 656	32 200	32 200
Spanish	28 731	27 247	30 922	34 200	34 200
Subtotal	149 804	140 689	154 778	172 000	172 000
(b) Contractual	25 423	23 981	22 986	24 200	24 200
Total (a) and (b)	**175 227**	**164 670**	**177 764**	**196 200**	**196 200**
(c) Contractual translation funded by other offices	2 548	5 043	5 673	6 800	6 800
(d) German (XB)	2 228	2 624	1 181	1 300	1 300

TABLE 25E.19. CONTRACTUAL TRANSLATION: WORKLOAD AND EXPENDITURE BY LANGUAGE*

	Arabic	Chinese	English	French	Russian	Spanish	Total
1990							
Thousands of words	539.6	4 532.2	86.1	4 014.5	1 806.3	2 221.4	13 200.1
Actual expenditure (US dollars)	69 153	382 376	12 009	581 006	131 786	255 185	1 431 515
1991							
Thousands of words	695.4	1 590.8	161.3	4 242.7	1 363.3	1 732.3	9 785.8
Actual expenditure (US dollars)	113 978	98 784	20 675	616 755	118 437	314 029	1 282 658
1992							
Thousands of words	1 269.2	2 069.2	278.8	5 251.8	1 854.7	3 198.6	13 922.3
Actual expenditure (US dollars)	160 654	257 030	45 579	700 078	188 212	396 646	1 748 199

* Office of Conference Services only.

Resource requirements (at current rates)

Staff costs

25E.51 The net negative growth of $2,399,900 relates to the following proposed changes in the staffing table:

(a) Abolition of five P-4 posts, two P-3 posts and eight P-2 posts identified for redeployment during 1992-1993 in the context of the new treatment of vacancies and redeployment of one P-3 post to the Interpretation Service;

(b) Reclassification from P-4 to P-5 of the post of the Chief of the Contractual Translation Unit, who is responsible for ensuring the efficient and cost-effective use of contractual translation. The managerial responsibilities of the job have grown with increasing use of contractual services, involving an annual average of some 45,000 pages and an annual budget in excess of $1 million.

Contractual services

25E.52 A provision of $2,415,900, including a growth of $300,000, is requested for contractual translation. The proposed growth reflects the continuing increase in the volume of work being sent for contractual translation.

5. PUBLISHING SERVICES

TABLE 25E.20. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

(1) Regular budget

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	22 140.6	26 661.2	(127.3)	(0.4)	26 533.9	3 003.8	29 537.7
General operating expenses	285.4	397.7	-	-	397.7	30.6	428.3
Supplies and materials	3 541.2	7 134.4	150.0	2.1	7 284.4	552.0	7 836.4
Furniture and equipment	747.8	745.7	(160.5)	(21.5)	585.2	26.7	611.9
Total, regular budget	**26 715.0**	**34 939.0**	**(137.8)**	**(0.3)**	**34 801.2**	**3 613.1**	**38 414.3**

(2) Extrabudgetary

1992-1993 estimated expenditures	*Source of funds*	*1994-1995 estimated expenditures*
	(a) Services in support of:	
-	(i) Other United Nations organizations	-
-	(ii) Extrabudgetary activities	-
Total *(a)* -		-
	(b) Substantive activities	
60.0	Trust Fund for German Language Translation	60.0
Total *(b)* **60.0**		**60.0**
-	*(c)* Operational projects	-
Total *(c)* -		-
Total *(a)*, *(b)* and *(c)* **60.0**		**60.0**
	Total costs	**38 474.3**

TABLE 25E.21. POST REQUIREMENTS

Programme: Publishing services, New York

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
P-5	1	1	-	-	-	-	1	1
P-4	6	6	-	-	-	-	6	6
P-3	11	11	-	-	-	-	11	11
P-2/1	15	14	-	-	-	-	15	14
Total	**33**	**32**	-	-	-	-	**33**	**32**
General Service category								
Principal level	1	1	-	-	-	-	1	1
Other levels	120	120	-	-	-	-	120	120
Total	**121**	**121**	-	-	-	-	**121**	**121**
Other categories								
Trades and crafts	100	100	-	-	-	-	100	100
Total	**100**	**100**	-	-	-	-	**100**	**100**
Grand total	**254**	**253**	-	-	-	-	**254**	**253**

Subprogramme 4. Publishing services

25E.53 During the biennium 1992-1993 the publishing services were reorganized (see A/C.5/47/2 and Corr.1 and A/C.5/47/88). The Department of Public Information is now responsible, directly and through the Publications Board, for establishing publications policies, managing the publications programme, costing and planning functions relating to external printing other than procurement, graphic and cartographic services, copyright protection and other publishing functions (see sect. 24). The procurement of external printing services is carried out by the Office of General Services (see sect. 25D). Copy preparation and proofreading, reproduction and distribution of both parliamentary and other documentation and publications remain with the Office of Conference Services.

25E.54 Within the Office of Conference Services, efforts will continue during 1994-1995 to modernize the printing, reproduction and distribution of official documents and other publications so as to improve their quality and timeliness and to reduce production costs. Implementation of the automation programme in the internal printing facilities will continue, particularly in the three main areas of pre-press, press and bindery operations. This programme, linked to the Documents Recording Information and Tracking System (DRITS), will improve the control of production and permit a more rational use of equipment for the timely issuance and more cost-effective production of documents.

25E.55 The Copy Preparation and Proofreading Section is expected to be fully equipped with computer workstations and its staff trained in advanced desktop publishing techniques, permitting the internal typesetting in all official languages except Chinese of *Official Records* and other material that previously required external typesetting. The proofreading workload is expected to remain unchanged, since proofreading will be required whether typesetting is done internally or externally. Further progress will be made in the elimination of the backlog in the publication of the United Nations *Treaty Series*.

Activities

Conference services

Publishing services: *(a)* copy preparation and proofreading of manuscripts; *(b)* preparation of camera-ready mechanicals for internal printing of official documents and other material; *(c)* operation and maintenance of equipment for internal printing of official documents and other material; *(d)* distribution of United Nations documents and publications; and *(e)* scanning, entering into and retrieval from the optical disk database of documents that cannot be stored directly by the text-processing sections.

25E.56 Workload statistics related to this subprogramme are shown in table 25E.22.

TABLE 25E.22. PUBLISHING SERVICES: WORKLOAD STATISTICS

	1986-1987	*1988-1989*	*1990-1991*	*1992-1993*	*1994-1995*
		(actual)		*(estimate)*	
Reproduction (thousands of page impressions)	1 453 897	1 372 000	1 471 800	1 530 000	1 530 000
Distribution (thousands of items)	75 577	90 160	114 460	130 000	130 000

Resource requirements (at current rates)

Staff costs

25E.57 The net negative growth of $127,300 relates to the following proposed changes in the staffing table:

(a) Abolition of a P-3 post identified for redeployment during 1992-1993 in the context of the new treatment of vacancies;

(b) Reclassification from P-2 of the post of Chief of the Production Control Unit in the Reproduction Section to the P-3 level. The functions of this post include ensuring the timely issuance of all materials printed internally, controlling the inventory of paper and supplies, and introducing the application of new technology. The responsibilities of the post have expanded with the development of in-house capacity for more complex printing work and installation of the related high-technology equipment.

General operating expenses

25E.58 A provision of $397,700, involving no growth, is proposed for the maintenance of reproduction equipment, purchase of parts and the overhaul and rental of equipment.

Supplies and materials

25E.59 A proposed increase of $150,000 for the purchase of reproduction supplies reflects the continued increase in the use of internal reproduction capacity for work that previously required external printing. A decision has been taken to shift to recycled paper and every effort will be made to absorb the cost. Statistics on the purchase of paper and other reproduction supplies are shown in table 25E.23.

TABLE 25E.23. SUPPLIES AND MATERIALS FOR INTERNAL REPRODUCTION

	Quantity (physical units)			*Cost (thousands of dollars)*		
	1990-1991 (actual)	*1992-1993 (estimate)*	*1994-1995 (estimate)*	*1990-1991 (actual)*	*1992-1993 (estimate)*	*1994-1995 (estimate)*
Paper (lbs)						
Goss offset 35"	6 579 204	6 776 580	6 666 788	3 627 701	3 917 917	4 041 549
Goss offset 17.5"	1 160 551	1 195 367	1 176 000	637 852	688 880	710 618
40 lb offset	861 597	887 445	873 067	545 259	588 879	607 462
50 lb offset	577 745	595 077	585 436	324 625	350 595	361 659
Miscellaneous	492 208	516 818	518 318	289 530	318 483	334 617
Total, paper	**9 671 305**	**9 971 287**	**9 819 609**	**5 424 967**	**5 864 754**	**6 055 905**
Film (rolls) and chemicals						
Projection film and chemicals	1 081	1 124	1 169	35 181	36 940	38 787
Camera film and chemicals	550	605	665	93 360	98 028	102 929
Pyrofax	287	298	310	158 401	166 321	174 637
Photocomposition	24	24	24	1 304	1 369	1 437
Total, film and chemicals	**1 942**	**2 051**	**2 168**	**288 246**	**302 658**	**317 790**
Inks (lbs)	29 077	31 984	35 183	50 598	55 658	61 223
Other supplies	-	-	-	252 174	272 347	294 135
Plates and chemicals (pieces)						
Projection	52 525	54 100	55 723	190 497	205 736	222 195
Plates and chemical substances	39 773	40 966	42 195	127 148	137 319	148 305
Pyrofax	63 000	64 890	66 836	120 977	130 655	141 107
Copy centre	345 500	373 500	403 380	39 922	40 504	43 744
Total, plates and chemicals	**500 798**	**533 456**	**568 134**	**478 544**	**514 214**	**555 351**
Grand total	-	-	-	**6 494 529**	**7 009 631**	**7 284 404**

Furniture and equipment

25E.60 Resource requirements of $585,200 are estimated for the acquisition of reproduction and distribution equipment, including $296,200 for the acquisition of platesetters, which would provide the capacity for electronic transmission of documents from the text-processing units to computer workstations for the preparation of plates, $54,000 for the upgrading of obsolete computer equipment for running the bar-code tracking system in the Reproduction Section and $36,400 for the related software, $130,200 for the replacement of electric jacks, collating and inserting machines, pack tyer machines, electric tape shooters and metal trucks in the Distribution Section and $68,400 for the replacement of miscellaneous equipment in the Reproduction Section. The total requirements are $160,500 less than in 1992-1993.

B. Conference and library services, Geneva

TABLE 25E.24. SUMMARY OF 1994-1995 REQUIREMENTS BY PROGRAMME

(Thousands of United States dollars)

(1) Regular budget

	1992-1993 revised appropriation	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Office of the Director	14 826.1	20 523.4	219.6	1.0	20 743.0	1 170.5	21 913.5
Editorial and official records services	27 185.8	35 597.2	-	-	35 597.2	2 635.2	38 232.4
Meeting, interpretation and verbatim reporting services	20 266.3	26 093.4	-	-	26 093.4	2 365.2	28 458.6
Translation services	32 587.4	43 006.6	-	-	43 006.6	3 902.8	46 909.4
Publishing services	22 115.4	29 155.2	581.4	1.9	29 736.6	2 118.5	31 855.1
Library information services	6 982.1	9 294.2	-	-	9 294.2	721.1	10 015.3
Total, regular budget	**123 963.1**	**163 670.0**	**801.0**	**0.4**	**164 471.0**	**12 913.3**	**177 384.3**

(2) Extrabudgetary

1992-1993 estimated expenditures	*Source of funds*	*1994-1995 estimated expenditures*
	(a) Services in support of:	
	(i) Other United Nations organizations	
1 134.3	Support to extrabudgetary administrative structures	1 179.0
-	(ii) Extrabudgetary activities	-
Total *(a)* **1 134.3**		**1 179.0**
	(b) Substantive activities	
102.0	Library Endowment Fund	102.0
Total *(b)* **102.0**		**102.0**
-	*(c)* Operational projects	-
Total *(c)* -		-
Total *(a)*, *(b)* and *(c)* **1 236.3**		**1 281.0**
	Total costs	**178 665.3**

TABLE 25E.25. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	117 285.1	154 600.3	-	-	154 600.3	12 380.7	166 981.0
Travel on official business	35.2	52.8	-	-	52.8	3.3	56.1
Contractual services	944.8	1 277.5	(30.0)	(2.3)	1 247.5	67.4	1 314.9
General operating expenses	1 374.4	2 066.9	660.0	31.9	2 726.9	146.1	2 873.0
Supplies and materials	2 499.8	3 535.2	(600.0)	(16.9)	2 935.2	160.8	3 096.0
Furniture and equipment	1 823.8	2 137.3	771.0	36.0	2 908.3	155.0	3 063.3
Total	**123 963.1**	**163 670.0**	**801.0**	**0.4**	**164 471.0**	**12 913.3**	**177 384.3**

TABLE 25E.26. POST REQUIREMENTS

Organizational unit: Conference Services Division, Geneva

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
D-2	1	1	-	-	-	-	1	1
D-1	5	5	-	-	-	-	5	5
P-5	49	49	-	-	-	-	49	49
P-4	128	128	-	-	-	-	128	128
P-3	117	117	-	-	-	-	117	117
P-2/1	26	26	-	-	-	-	26	26
Total	**326**	**326**	-	-	-	-	**326**	**326**
General Service category								
Principal level	28	28	-	-	-	-	28	28
Other levels	405	405	-	-	9	9	414	414
Total	**433**	**433**	-	-	**9**	**9**	**442**	**442**
Grand total	**759**	**759**	-	-	**9**	**9**	**768**	**768**

25E.61 Conference and library services at Geneva are provided by the Conference Services Division. For the biennium 1994-1995, efforts will continue to ensure the optimum and most cost-effective use of conference resources, deriving maximum benefit from the growing range of technological innovations. The Technological Innovations Programme will be oriented towards the follow-up of existing projects, such as the Documents Recording, Information and Tracking System, the optical disk system, the computerized document distribution system and the library management system.

25E.62 Table 25E.27 summarizes the workload for the bienniums 1986-1987, 1988-1989 and 1990-1991, together with estimates for 1992-1993 and 1994-1995.

TABLE 25E.27. CONFERENCE SERVICES, GENEVA: SUMMARY OF WORKLOAD STATISTICS[a]

	1986-1987	*1988-1989*	*1990-1991*	*1992-1993*	*1994-1995*
		(actual)		*(estimate)*	
Number of meetings serviced	12 236	11 826	14 297	14 238	14 238
Interpretation (number of assignments)	55 987	54 921	60 279	59 300	59 300
Translation/revision (thousands of words)[b]	89 218	101 524	119 028	125 199	125 199
Text processing (thousands of words)[b]	287 828	324 146	368 613	386 420	386 420
Editing (thousands of words)[b]	20 836	24 786	32 184	34 420	34 420
Reproduction (thousands of page impressions)	518 516	523 612	607 827	582 000	582 000
Distribution (thousands of items)	45 477	46 444	51 213	50 000	50 000

[a] Includes work performed on a reimbursable basis.

[b] Includes contractual services.

1. OFFICE OF THE DIRECTOR

TABLE 25E.28. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	12 327.2	17 265.0	-	-	17 265.0	981.8	18 246.8
Travel on official business	18.9	31.2	-	-	31.2	1.7	32.9
Contractual services	866.3	1 170.0	(30.0)	(2.5)	1 140.0	62.0	1 202.0
General operating expenses	598.0	775.0	(20.0)	(2.5)	755.0	41.1	796.1
Supplies and materials	72.8	96.3	-	-	96.3	5.2	101.5
Furniture and equipment	942.9	1 185.9	269.6	22.7	1 455.5	78.7	1 534.2
Total	**14 826.1**	**20 523.4**	**219.6**	**1.0**	**20 743.0**	**1 170.5**	**21 913.5**

TABLE 25E.29. POST REQUIREMENTS

Organizational unit: Office of the Director, Conference Services Division, Geneva

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
D-2	1	1	-	-	-	-	1	1
P-4	2	2	-	-	-	-	2	2
P-2/1	1	1	-	-	-	-	1	1
Total	**4**	**4**	**-**	**-**	**-**	**-**	**4**	**4**
General Service category								
Other levels	2	2	-	-	-	-	2	2
Total	**2**	**2**	**-**	**-**	**-**	**-**	**2**	**2**
Grand total	**6**	**6**	**-**	**-**	**-**	**-**	**6**	**6**

25E.63 The Office of the Director of the Conference Services Division ensures general policy direction and maintains central control over the planning and provision of services to conferences held at Geneva and at other locations. In addition, it manages the use of a number of objects of expenditure, including temporary assistance, overtime and the programme of technological innovations, for which central provision is made under this heading.

25E.64 In the biennium 1992-1993, many technological innovations projects were implemented in the Division, such as the Documents Recording, Information and Tracking System (DRITS), the distribution system for documents and publications, and the Typesetting and Reproduction Composition System (TRECOP). Further development is proposed. DRITS has become operational, but several subsystems, in particular for publishing, statistics and translator management, need to be programmed. The distribution system has been installed but needs to be expanded to handle the full workload and all types and sizes of material. TRECOP has been working satisfactorily for over two years and needs expansion to be used by proofreaders and to accept text from various different sources. With the installation of an organization-wide cabling and networking system, work has started on the implementation of networked systems, in particular the change-over from Wang word-processing to WordPerfect and the translator workstations.

25E.65 New systems, for example, a meeting planning and coordination system, an interpretation management system and a printing procurement database, need to be analysed and implemented. During 1994-1995, work will continue towards the goal set in the medium-term plan for the period 1992-1997 of an overall network for the electronic transfer of documents within the Division, to other departments and to external users, such as permanent missions.

Resource requirements (at current rates)

Staff costs

25E.66 Requirements of $17,265,000, involving no growth, are estimated for established posts and for temporary assistance for meetings ($15,106,400), general temporary assistance to replace staff on maternity leave or extended sick leave and to provide additional support during peak workload periods ($307,800) and overtime ($617,100).

25E.67 As indicated in paragraph 25E.12, it is proposed to maintain the provision for temporary assistance for meetings at Geneva at the same level as in 1992-1993, based on the expenditure pattern as shown below:

	1990-1991	*1992*
	(United States dollars)	
Temporary assistance for meetings	16 137 900	7 770 800

Travel on official business

25E.68 Requirements of $31,200 are estimated for the travel of the Director and other staff in connection with consultations on the coordination of conference services and with participation in inter-agency meetings.

Contractual services

25E.69 The estimated requirements relate to the following:

(a) Training. It is proposed to maintain a provision of $20,400 for specialized training of staff for the implementation of the technological innovations programme;

(b) Contractual translation, editing and text processing. A provision of $1,067,600 is proposed for contractual translation, editing and text processing ($1,014,200) and proofreading ($53,400). Workload statistics for contractual translation, editing and text processing are shown in tables 25E.32 and 25E.38;

(c) Proprietary software acquisition and rental. A provision of $41,700 would cover the cost of software to support telecommunication and network facilities, electronic mail and the exchange of documents between services and with other duty stations, a networked terminology data bank and a reference data bank. An amount of $30,000 for the acquisition of software for personal computers would be redeployed to furniture and equipment (see para. 25E.73);

(d) Database acquisition and rental. An amount of $10,300 is proposed to provide access to external databases for terminologists and translators and to purchase databases on CD/ROM.

General operating expenses

25E.70 Requirements of $753,700, involving a negative growth of $20,000, are estimated for the maintenance of office automation equipment. The decrease is attributable to the installation of state-of-the-art equipment, which requires less maintenance.

25E.71 A provision of $1,300 is proposed for official functions, in particular for the Inter-Agency Meeting on Language Arrangements, Documentation and Publications.

Supplies and materials

25E.72 An amount of $96,300, involving no growth, would cover the cost of data-processing supplies, such as diskettes and printer toner.

Furniture and equipment

25E.73 Requirements of $1,455,500, including a net growth of $269,600, are estimated for the acquisition of office automation equipment to support the technological innovations programme ($450,900), the replacement of such equipment ($824,600) and the development of the multi-station computerized distribution system and purchase of bar code readers ($180,000). The proposed growth includes a provision of $30,000 redeployed from contractual services for the acquisition of software.

25E.74 The proposed resources would cover the cost of 146 personal computers and seven servers to provide staff with access to centralized word-processing, data transfer facilities, terminology and reference databases, DRITS and the optical disk system. In addition, proofreaders would be connected with the computer in the Composition Unit in order to make greater use of electronic publishing techniques. The multi-station computerized distribution system installed in 1992-1993 would be extended and the distribution process would be further automated by using bar codes to programme the feeding stations.

2. EDITORIAL AND OFFICIAL RECORDS SERVICES

TABLE 25E.30. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	27 185.8	35 597.2	-	-	35 597.2	2 635.2	38 232.4
Total	**27 185.8**	**35 597.2**	-	-	**35 597.2**	**2 635.2**	**38 232.4**

TABLE 25E.31. POST REQUIREMENTS

Programme: Editorial and official record services, Geneva

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
P-5	2	2	-	-	-	-	2	2
P-4	4	4	-	-	-	-	4	4
P-3	13	13	-	-	-	-	13	13
Total	**19**	**19**	-	-	-	-	**19**	**19**
General Service category								
Principal level	10	10	-	-	-	-	10	10
Other levels	196	196	-	-	-	-	196	196
Total	**206**	**206**	-	-	-	-	**206**	**206**
Grand total	**225**	**225**	-	-	-	-	**225**	**225**

Subprogramme 1. Editorial and official record services

25E.75 The computer-based Documents Recording, Information and Tracking System (DRITS) is expected to become fully operational. All units responsible for the processing of documents and publications will be fully integrated by the end of 1993. The linkage of selected editorial units and author departments is expected to be completed in the early part of 1994. During the second part of 1994, DRITS will enter a new phase: new features and subsystems will be implemented to allow for greater facility and accuracy in the compilation of statistical data and also to facilitate the job-flow management in each of the processing units of the Conference Services Division.

Activities

Conference services (RB)

Editorial and official record services: *(a)* planning of production schedules in accordance with documentation requirements of meetings and the publishing programme of the United Nations Office at Geneva; *(b)* ensuring compliance with instructions and guidelines on the control and limitation of documentation; *(c)* maintenance of statistical records of conference-servicing activities; *(d)* editing of documents submitted by substantive departments or offices based at Geneva and for special conferences of Headquarters-based bodies meeting at Geneva; and *(e)* text processing to produce fair copy for reproduction of United Nations documents and publications in the six official languages.

25E.76 Workload statistics relating to this subprogramme are shown in table 25E.32.

TABLE 25E.32. EDITORIAL AND OFFICIAL RECORD SERVICES: WORKLOAD STATISTICS

	1986-1987	1988-1989 (actual)	1990-1991	1992-1993 (estimate)	1994-1995
(a) Editing (thousands of words)					
Staff	20 771	24 760	31 777	33 100	33 100
Contractual[a]	65	26	407[b]	1 320[b]	1 320[b]
Total	**20 836**	**24 786**	**32 184**	**34 420**	**34 420**
(b) Text processing (thousands of words)					
Staff					
Arabic	24 276	29 766	33 337	35 845	35 845
Chinese	30 934	34 751	42 900	46 006	46 006
English	47 131	51 763	55 922	56 086	56 086
French	78 829	83 935	90 105	94 707	94 707
Russian	56 840	53 266	70 653	76 773	76 773
Spanish	42 540	50 802	58 023	60 213	60 213
Subtotal	280 550	304 283	350 940	369 630	369 630
Contractual[a]	7 278	19 863	17 673	16 790	16 790
Total	**287 828**	**324 146**	**368 613**	**386 420**	**386 420**
(c) Documents control (number of jobs)	64 108	67 457	69 223	68 330	68 330

[a] Financial provision for these contractual services is made under the Office of the Director. Management of contractual services is provided under subprogramme 3, Translation services.

[b] Mainly the *Yearbook of the International Law Commission* in Chinese.

Resource requirements (at current rates)

25E.77 Resource requirements other than post requirements are included under the Office of the Director. No changes are proposed in the staffing table for this subprogramme.

3. MEETING, INTERPRETATION AND VERBATIM REPORTING SERVICES

TABLE 25E.33. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	1992-1993 revised appropriation	Biennialized base	Resource growth		Total before recosting	Recosting	1994-1995 estimates
			Amount	Percentage			
Staff costs	20 266.3	26 093.4	-	-	26 093.4	2 365.2	28 458.6
Total	**20 266.3**	**26 093.4**	**-**	**-**	**26 093.4**	**2 365.2**	**28 458.6**

TABLE 25E.34. POST REQUIREMENTS

Programme: Meeting, interpretation and verbatim reporting services, Geneva

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
D-1	2	2	-	-	-	-	2	2
P-5	20	20	-	-	-	-	20	20
P-4	51	51	-	-	-	-	51	51
P-3	18	18	-	-	-	-	18	18
P-2/1	6	6	-	-	-	-	6	6
Total	**97**	**97**	-	-	-	-	**97**	**97**
General Service category								
Principal level	1	1	-	-	-	-	1	1
Other levels	24	24	-	-	-	-	24	24
Total	**25**	**25**	-	-	-	-	**25**	**25**
Grand total	**122**	**122**	-	-	-	-	**122**	**122**

Subprogramme 2. Meeting, interpretation and verbatim reporting services

25E.78 The computerization of the calendar of meetings is well under way and will provide information on patterns of actual utilization as well as future trends in servicing requirements.

Activities

Conference services (RB)

Meeting, interpretation and verbatim reporting services: *(a)* planning, coordination and publication of the annual calendar of conferences and meetings for which the United Nations Office at Geneva is responsible; *(b)* scheduling of meetings; *(c)* allocation of related resources, facilities and services; *(d)* coordination and servicing of some meetings held away from the United Nations Office at Geneva; *(e)* provision of simultaneous and consecutive interpretation at the United Nations Office and elsewhere; and *(f)* production of the *Daily Bulletin*.

25E.79 Workload statistics relating to this subprogramme are shown in table 25E.35.

TABLE 25E.35. MEETING, INTERPRETATION AND VERBATIM REPORTING SERVICES: WORKLOAD STATISTICS

	1986-1987	1988-1989 (actual)	1990-1991	1992-1993 (estimate)	1994-1995
Number of meetings serviced:					
With interpretation	6 221	5 996	6 584	6 371	6 371
Without interpretation	6 015	5 830	7 713	7 867	7 867
Total	**12 236**	**11 826**	**14 297**	**14 238**	**14 238**
Interpreter assignments	55 987	54 921	60 279	59 300	59 300

Resource requirements (at current rates)

25E.80 Resource requirements other than post requirements are included under the Office of the Director. No changes are proposed in the staffing table for this subprogramme.

4. TRANSLATION SERVICES

TABLE 25E.36. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	1992-1993 revised appropriation	Biennialized base	Resource growth		Total before recosting	Recosting	1994-1995 estimates
			Amount	Percentage			
Staff costs	32 587.4	43 006.6	-	-	43 006.6	3 902.8	46 909.4
Total	**32 587.4**	**43 006.6**	-	-	**43 006.6**	**3 902.8**	**46 909.4**

TABLE 25E.37. POST REQUIREMENTS

Programme: Translation services, Geneva

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
D-1	1	1	-	-	-	-	1	1
P-5	25	25	-	-	-	-	25	25
P-4	66	66	-	-	-	-	66	66
P-3	70	70	-	-	-	-	70	70
P-2/1	6	6	-	-	-	-	6	6
Total	**168**	**168**	-	-	-	-	**168**	**168**
General Service category								
Principal level	8	8	-	-	-	-	8	8
Other levels	29	29	-	-	-	-	29	29
Total	**37**	**37**	-	-	-	-	**37**	**37**
Grand total	**205**	**205**	-	-	-	-	**205**	**205**

Subprogramme 3. Translation services

25E.81 During the biennium 1994-1995, the Languages Service will continue to provide the same type of services and will review its working methods in order to take full advantage of technological innovations.

Activities

Conference services (RB)

Translation services: *(a)* translation and revision of documents submitted to it by substantive departments and offices at Geneva and for special conferences meeting at Geneva; *(b)* arranging for contractual translation and text processing of documents and publications; *(c)* provision of summary records for meetings entitled to them; and *(d)* provision of reference and terminology services for translators, interpreters and editors.

25E.82 Workload statistics relating to this subprogramme are shown in table 25E.38.

TABLE 25E.38. TRANSLATION SERVICES: WORKLOAD STATISTICS

(Thousands of words)

	1986-1987	1988-1989 (actual)	1990-1991	1992-1993 (estimate)	1994-1995
Translation and revision					
Staff					
Arabic	11 497	12 482	15 123	15 975	15 975
Chinese	8 885	10 225	12 735	13 401	13 401
English	7 769	9 015	9 120	9 076	9 076
French	23 011	24 719	28 945	31 072	31 072
Russian	19 476	19 947	24 675	26 687	26 687
Spanish	14 384	17 253	21 325	22 238	22 238
Subtotal	85 022	93 641	111 923	118 449	118 449
Contractual[a]	4 196	7 883	7 105	6 750	6 750
Total	**89 218**	**101 524**	**119 028**	**125 199**	**125 199**

[a] Financial provision for these contractual services is made under the Office of the Director. For workload statistics on contractual editing and text processing, see table 25E.32.

Resource requirements (at current rates)

25E.83 Resource requirements other than post requirements are included under the Office of the Director. No changes are proposed in the staffing table for this subprogramme.

5. PUBLISHING SERVICES

TABLE 25E.39. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

(I) Regular budget

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	18 819.3	24 573.5	-	-	24 573.5	1 840.7	26 414.2
Travel on official business	1.5	1.9	-	-	1.9	0.2	2.1
General operating expenses	725.9	1 209.3	680.0	56.2	1 889.3	100.8	1 990.1
Supplies and materials	1 892.9	2 641.9	(600.0)	(22.7)	2 041.9	112.5	2 154.4
Furniture and equipment	675.8	728.6	501.4	68.8	1 230.0	64.3	1 294.3
Total, regular budget	**22 115.4**	**29 155.2**	**581.4**	**1.9**	**29 736.6**	**2 118.5**	**31 855.1**

TABLE 25E.39 *(continued)*

(2) Extrabudgetary

	1992-1993 estimated expenditures	*Source of funds*	*1994-1995 estimated expenditures*
		(a) Services in support of:	
		(i) Other United Nations organizations	
	1 058.0	Support to extrabudgetary administrative structures	1 100.0
	-	(ii) Extrabudgetary activities	-
Total *(a)*	**1 058.0**		**1 100.0**
	-	*(b)* Substantive activities	-
Total *(b)*	-		-
	-	*(c)* Operational projects	-
Total *(c)*	-		-
Total *(a)*, *(b)* and *(c)*	**1 058.0**		**1 100.0**
		Total costs	**32 955.1**

TABLE 25E.40. POST REQUIREMENTS

Programme: Publishing services, Geneva

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
D-1	1	1	-	-	-	-	1	1
P-4	4	4	-	-	-	-	4	4
P-3	10	10	-	-	-	-	10	10
P-2/1	3	3	-	-	-	-	3	3
Total	**18**	**18**	**-**	**-**	**-**	**-**	**18**	**18**
General Service category								
Principal level	8	8	-	-	-	-	8	8
Other levels	128	128	-	-	8	8	136	136
Total	**136**	**136**	**-**	**-**	**8**	**8**	**144**	**144**
Grand total	**154**	**154**	**-**	**-**	**8***	**8***	**162**	**162**

* Reimbursement for support to extrabudgetary administrative structures.

Subprogramme 4. Publishing services

25E.84 During 1994-1995 efforts will continue to be made to modernize the production and distribution process, which is expected to lower production costs and increase productivity throughout the Service.

Activities

Conference services *(RB/XB)*

Publishing services: *(a)* preparation of cost estimates for external printing, binding and related work; *(b)* proofreading and copy preparation of manuscripts submitted for printing; *(c)* implementation of the internal printing programme, including typesetting; *(d)* operation and maintenance of reproduction and distribution machinery and equipment; and *(e)* distribution of United Nations documents and publications.

25E.85 Workload statistics relating to this subprogramme are shown in table 25E.41.

TABLE 25E.41. PUBLISHING SERVICES: WORKLOAD STATISTICS

	1986-1987	1988-1989	1990-1991	1992-1993	1994-1995
		(actual)		(estimate)	
Reproduction (thousands of page impressions)	518 816	523 612	607 827	582 000	582 000
Distribution (thousands of items)	45 477	46 444	51 213	50 000	50 000

Resource requirements (at current rates)

Staff costs

25E.86 No changes are proposed in the staffing table for this subprogramme.

Travel on official business

25E.87 A provision of $1,900, involving no growth, is proposed for a biennial visit to Dusseldorf to DRUPA, the largest pre-press, printing, binding and packaging fair, in order to keep abreast of technological developments in the fields of printing and distribution.

General operating expenses

25E.88 Requirements of $1,889,300, including growth of $680,000, are estimated for the rental and maintenance of reproduction and distribution equipment. The increase in resource requirements is attributable to *(a)* the redeployment of $450,000 in the cost of supplies invoiced with the cost of rental and maintenance of copying equipment, and *(b)* the expanded use of the reprography rental programme, which has proved less expensive than duplicating offset printing when kept within certain production limits. Given the technological changes in this area, rental of reprographic equipment is generally deemed to be a more appropriate option than reinvestment in new duplicating presses.

Supplies and materials

25E.89 Requirements of $2,041,900, including a negative growth of $600,000, are estimated for reproduction and distribution supplies and materials. The negative growth relates to *(a)* the redeployment to general operating expenses of $450,000 in the cost of supplies invoiced with the rental and maintenance of copying equipment, and *(b)* a reduction in the

costs of films, plates and masters attributable to the expanded reprography rental programme and the installation of direct plate-making equipment in 1992-1993, offset in part by increased costs for paper and miscellaneous supplies such as packaging material used in the new automated distribution system. The costs of publishing supplies are shown in table 25E.42.

TABLE 25E.42. COST OF PUBLISHING SUPPLIES AND MATERIALS

(Thousands of United States dollars)

	1986-1987	*1988-1989 (actual)*	*1990-1991*	*1992-1993 (revised appropriation)*	*1994-1995 (estimate)*
Purchase of paper	939.6	1 200.2	1 289.7	1 552.1	1 164.6
Miscellaneous supplies	383.3	383.3	884.0	574.6	625.1
Films, plates and masters	124.5	124.5	441.7	515.2	252.2
Total	**1 447.4**	**1 708.0**	**2 615.4**	**2 641.9**	**2 041.9**

Furniture and equipment

25E.90 Requirements of $1,230,000, including an increase of $501,400, are estimated for the acquisition and replacement of reproduction and distribution equipment. Increased production demands in the past three years (see table 25E.41) have made it necessary to accelerate planned replacements. The requirements include the replacement of three machines for assembling, gluing and trimming with a complete binding chain ($693,400), which would speed up delivery times of publications printed in-house and increase the number of publications printed internally, and the A2 recto verso press used in printing large volumes of documents and publications ($278,800).

6. LIBRARY INFORMATION SERVICES

TABLE 25E.43. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

(1) Regular budget

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	6 099.1	8 064.6	-	-	8 064.6	655.0	8 719.6
Travel on official business	14.8	19.7	-	-	19.7	1.4	21.1
Contractual services	78.5	107.5	-	-	107.5	5.4	112.9
General operating expenses	50.5	82.6	-	-	82.6	4.2	86.8
Supplies and materials	534.1	797.0	-	-	797.0	43.1	840.1
Furniture and equipment	205.1	222.8	-	-	222.8	12.0	234.8
Total, regular budget	**6 982.1**	**9 294.2**	-	-	**9 294.2**	**721.1**	**10 015.3**

TABLE 25E.43 *(continued)*

(2) Extrabudgetary

1992-1993 estimated expenditures		*Source of funds*	*1994-1995 estimated expenditures*
		(a) Services in support of:	
		(i) Other United Nations organizations	
		Support to extrabudgetary administrative structures	79.0
-	76.3	(ii) Extrabudgetary programmes	-
Total *(a)*	**76.3**		**79.0**
		(b) Substantive activities	
	102.0	Library Endowment Fund	102.0
Total *(b)*	**102.0**		**102.0**
	-	*(c)* Operational projects	-
Total *(c)*	-		-
Total *(a)*, *(b)* and *(c)*	**178.3**		**181.0**
		Total costs	**10 196.3**

TABLE 25E.44. POST REQUIREMENTS

Programme: Library information services, Geneva

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
D-1	1	1	-	-	-	-	1	1
P-5	2	2	-	-	-	-	2	2
P-4	1	1	-	-	-	-	1	1
P-3	6	6	-	-	-	-	6	6
P-2/1	10	10	-	-	-	-	10	10
Total	**20**	**20**	-	-	-	-	**20**	**20**
General Service category								
Principal level	1	1	-	-	-	-	1	1
Other levels	26	26	-	-	1	1	27	27
Total	**27**	**27**	-	-	**1**	**1**	**28**	**28**
Grand total	**47**	**47**	-	-	**1***	**1***	**48**	**48**

* Reimbursement of support to extrabudgetary administrative structures.

Subprogramme 5. Library information services

25E.91 The Geneva Library has been in the process of automating its technical services since 1989, using the URICA integrated library management information system, which will be fully operational by the end of 1993. During 1994-1995, the system will be enhanced, *inter alia*, to facilitate the technical link with the Dag Hammarskjöld Library's integrated management system. In parallel, the Geneva Library will participate actively in the UNBIS information retrieval component of the optical disk system for storage and retrieval of United Nations documentation.

Activities

1. Published material (RB)

(a) Recurrent publications: *Monthly Bibliography*, parts I (books, official documents and serials) and II (selected articles); *Weekly Bibliography*; *Library News/Nouvelles de la Bibliothèque*; and contribution to UNBIS database and hence to *UNDOC: Current Index*, issued at Headquarters;

(b) Non-recurrent publications: brochure on the library's collections and services for readers; production of a CD-ROM version of the human rights bibliography; and URICA manual.

2. Conference services (RB/XB)

Library services: selection, acquisition and maintenance of documents and publications for the Geneva Library; cataloguing, indexing and processing of information; and provision of information support services to programmes undertaken at the United Nations Office at Geneva and to other users, including permanent missions, delegations, intergovernmental and non-governmental organizations, and the mass media.

Resource requirements (at current rates)

Staff costs

25E.92 Requirements of $7,927,600 are estimated for established posts and $137,000 for general temporary assistance to cover peak workloads and replace regular staff on maternity leave or extended sick leave, and to provide clerical support for work on retrospective collection management projects, special bibliographies and computerization projects.

Travel on official business

25E.93 An amount of $19,700 is proposed for the travel of the Chief Librarian and other staff for consultations on the coordination of library programmes.

Contractual services

25E.94 An amount of $107,500 is proposed for access to external databases as part of the library's established services to users.

General operating expenses

25E.95 Requirements of $81,400 are estimated for rental and maintenance of computer, microform and copying equipment, and $1,200 for official functions.

Supplies and materials

25E.96 Requirements of $787,800 are estimated for the acquisition of library books, newspapers, periodicals and other serial publications, material in microform and CD-ROM format, and for the binding of library material. In addition, a provision of $9,200 would cover the cost of data-processing supplies.

Furniture and equipment

25E.97 The estimated requirements relate to the Library's automation programme ($174,100), including the URICA system, the acquisition of bookshelves and cabinets ($17,200), and the replacement of computers ($31,500).

C. Conference and library services, Vienna

TABLE 25E.45. SUMMARY OF 1994-1995 REQUIREMENTS BY PROGRAMME

(Thousands of United States dollars)

	1992-1993 revised appropriation	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Editorial and official records services	1 532.8	1 811.3	-	-	1 811.3	179.3	1 990.6
Meeting, interpretation and verbatim reporting services	5 473.1	7 585.8	-	-	7 585.8	709.1	8 294.9
Translation services	16 414.8	18 653.1	232.3	1.2	18 885.4	1 683.3	20 568.7
Publishing services	2 170.2	2 561.4	-	-	2 561.4	255.4	2 816.8
Library information services	2 021.8	2 330.1	-	-	2 330.1	246.8	2 576.9
Total	**27 612.7**	**32 941.7**	**232.3**	**0.7**	**33 174.0**	**3 073.9**	**36 247.9**

TABLE 25E.46. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	15 074.8	18 819.4	-	-	18 819.4	1 561.8	20 381.2
Travel on official business	9.7	9.7	-	-	9.7	0.8	10.5
Contractual services	1.7	1.7	-	-	1.7	-	1.7
Supplies and materials	277.1	409.0	-	-	409.0	23.1	432.1
Furniture and equipment	8.6	9.4	232.3	-	241.7	13.3	255.0
Other expenditures	12 240.8	13 692.5	-	-	13 692.5	1 474.9	15 167.4
Total	**27 612.7**	**32 941.7**	**232.3**	**0.7**	**33 174.0**	**3 073.9**	**36 247.9**

TABLE 25E.47. POST REQUIREMENTS

Programme: Conference and library services, Vienna

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
P-5	2	2	-	-	-	-	2	2
P-4	21	21	-	-	-	-	21	21
P-3	21	21	-	-	-	-	21	21
P-2/1	1	1	-	-	-	-	1	1
Total	**45**	**45**	-	-	-	-	**45**	**45**
General Service category								
Principal level	1	1	-	-	-	-	1	1
Other levels	22	22	-	-	-	-	22	22
Total	**23**	**23**	-	-	-	-	**23**	**23**
Grand total	**68**	**68**	-	-	-	-	**68**	**68**

25E.98 In resolution 47/212 B of 6 May 1993, the General Assembly approved the Secretary-General's proposals for restructuring of the Secretariat, including the relocation of offices between Vienna and New York. It welcomed his intention to identify, on the basis of the approaches underlying the current restructuring exercise, activities that would, in accordance with the principles and guidelines contained in Assembly resolution 46/232 of 2 March 1992, benefit from a relocation to Vienna and requested him to review the role of the United Nations headquarters, centres, regional commissions and entities in the field, in particular the centres at Vienna and Nairobi, with a view to improving the distribution of responsibilities among them, on the basis of their relative advantages. The Assembly also requested the relevant intergovernmental bodies to report as soon as possible to it, through the Committee on Conferences, on the overall implications of applying Assembly resolution 40/243 of 18 December 1985, which provides as a general principle that United Nations bodies should plan to meet at their respective established headquarters, to the venues of intergovernmental bodies whose secretariats were affected by the restructuring.

25E.99 The proposals that follow are based on the assumption that the level of conference activity at Vienna will remain consistent with that of past bienniums. Pending the outcome of the reviews referred to above, resources would be redeployed among conference centres as appropriate.

25E.100 Since the establishment of UNIDO as a specialized agency with effect from 1 January 1985, conference services at the Vienna International Centre have been managed jointly with UNIDO, with translation and documentation services being administered by UNIDO and meetings and interpretation services by the United Nations. Pursuant to General Assembly resolutions 39/68 A of 13 December 1984, 39/242 of 18 December 1984, 44/201 A of 21 December 1984, and 45/248 A of 21 December 1990, the Secretary-General has been engaged in negotiations with UNIDO and IAEA with a view to establishing unified conference services at the Centre under the administration of the United Nations.

25E.101 As reported to the General Assembly at its forty-sixth session (A/C.5/46/30, para. 6), agreement was reached with IAEA on the establishment, with effect from 1 January 1992, of a common interpretation service. In resolution 46/185 A, sect. VIII of 20 December 1991, the General Assembly approved this recommendation, and the United Nations now provides interpretation services for IAEA and UNIDO as well as for United Nations meetings at Vienna and at other duty stations as required. Regarding other conference services, IAEA has maintained the view that its specialized needs in the area of translation and publications could not be met by a unified conference service.

25E.102 With regard to the services provided by UNIDO, the Secretary-General reported the lack of consensus between representatives of UNIDO and the United Nations concerning the advantages of unified conference services under the authority of the United Nations and, in accordance with General Assembly resolution 45/248 A, section VIII, submitted proposals for separate conference services for the United Nations (A/C.5/46/30). On the recommendation of ACABQ, action was deferred on the proposal (A/46/7/Add.15).

25E.103 During 1992, a bilateral working group of the United Nations and UNIDO considered the budgetary implications of both unified and separate conference service arrangements but was unable to reach agreement on the indirect costs related to the proposals. Accordingly, the Secretary-General reported to ACABQ, during the forty-seventh session of the General Assembly that, subject to continuing negotiations with UNIDO regarding the modalities of the establishment of a unified conference service, he intended to proceed with plans to establish a separate service for the United Nations at Vienna in 1994-1995. Subsequent discussions with UNIDO encourage the Secretariat to believe that agreement on a unified conference service at Vienna under United Nations administration can be reached in the near future. Pending such agreement, however, the estimates that follow are based on the assumption of continuing the current arrangements until the phasing in of a separate conference service within the United Nations Office at Vienna beginning during the last three months of the biennium 1994-1995 to be effective from 1996-1997. Depending on further developments in this regard, the Secretary-General would propose to report further to the Assembly at its forty-ninth session with appropriate revised proposals. The establishment of a separate conference service within the United Nations Office at Vienna would also require strengthening its Division of Administrative and Common Services.

25E.104 The Joint Library Service of the Vienna International Centre was established in October 1979 and is administered by IAEA on behalf of all organizations and units at the Centre in accordance with the Memorandum of Understanding of 31 March 1977. The existing cost-sharing arrangement, in force since 1 June 1980, provides for the sharing of staff and fixed operating costs based on the number of Professional staff in each organization. Direct costs such as the acquisition of books and subscriptions to journals are charged to the user organization.

25E.105 The common printing service of the Vienna International Centre was established in October 1979 under the administration of IAEA. Under the Memorandum of Understanding of 31 March 1977 the organizations at the Centre use the common printing service for all offset printing and related reproduction services. Cost-sharing is based on the number of page impressions produced per organization, which covers both the fixed and variable costs of the service.

25E.106 Under the existing cost-sharing agreements with UNIDO and IAEA, the reimbursement for services rendered by the United Nations Office at Vienna to be reported under income section 2 is estimated at $2,503,100, assuming the same level of demand in 1994 and 1995.

25E.107 Table 25E.48 summarizes the workload relating to services budgeted by the United Nations for the bienniums 1986-1987, 1988-1989 and 1990-1991, together with the estimates for 1992-1993 and 1994-1995.

TABLE 25E.48. CONFERENCE SERVICES, VIENNA: SERVICES PROVIDED BY AND USED BY THE UNITED NATIONS

	1986-1987	1988-1989	1990-1991	1992-1993	1994-1995
		(actual)		(estimate)	
Number of meetings serviced*	3 002	3 490	4 262	3 322	3 322
Interpretation (number of interpreter-days)*	8 009	7 812	8 245	7 488	7 488
Translation/revision (thousands of words)	23 769	26 938	24 557	28 119	28 119
Text processing (thousands of words)	48 132	56 448	48 407	52 556	52 556
Editing (thousands of words)	4 757	3 751	3 106	6 390	6 390
Reproduction (thousands of page impressions)	89 900	96 288	82 254	91 218	91 218
Distribution (thousands of items)	4 779	4 773	4 481	4 613	4 613

* Includes services provided by the United Nations to UNIDO and IAEA; services used by the United Nations are shown in table 25E.54.

1. EDITORIAL AND OFFICIAL RECORD SERVICES

TABLE 25E.49. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	1992-1993 revised appropriation	Biennialized base	Resource growth		Total before recosting	Recosting	1994-1995 estimates
			Amount	Percentage			
Staff costs	339.3	383.5	-	-	383.5	22.5	406.0
Other expenditures	1 193.5	1 427.8	-	-	1 427.8	156.8	1 584.6
Total	**1 532.8**	**1 811.3**	**-**	**-**	**1 811.3**	**179.3**	**1 990.6**

TABLE 25E.50. POST REQUIREMENTS

Programme: Editorial and official record services, Vienna

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1992-1993	1994-1995	1992-1993	1994-1995	1992-1993	1994-1995	1992-1993	1994-1995
General Service category								
Other levels	1	1	-	-	-	-	1	1
Total	**1**	**1**	**-**	**-**	**-**	**-**	**1**	**1**

Subprogramme 1. Editorial and official record services

25E.108 Under the current arrangements, these services are provided to the United Nations by the Language and Documentation Division of UNIDO. Text-processing services are provided by the Translation Service of UNIDO, and related provision is made under subprogramme 3 below. As explained in paragraph 25E.103, pending agreement on a unified service, it is assumed that the current arrangements would be continued during 1994-1995 with the phasing in of a separate service during the last three months of the biennium. It is accordingly proposed to maintain the existing provisions for the continuation of joint services with UNIDO and redeploy resources during the last three months of 1995 to meet staffing requirements for the transition to a separate service effective 1 January 1996.

Activities

Conference services (RB)

Editorial and official record services: *(a)* planning and coordination of the production schedule for documentation in accordance with the requirements of meetings; *(b)* editing and processing of documentation for meetings; *(c)* editing of other reports and publications; *(d)* text processing of fair copy for reproduction; and *(e)* preparation of correspondence and notes verbales.

25E.109 Statistics on services used by the United Nations are shown in table 25E.51.

TABLE 25E.51. EDITORIAL AND OFFICIAL RECORD SERVICES USED BY THE UNITED NATIONS

	1986-1987	*1988-1989*	*1990-1991*	*1992-1993*	*1994-1995*
		(actual)		*(estimate)*	
Editing (thousands of words)	4 757	3 751	3 106	6 390	6 390
Text processing (thousands of words)	48 132	56 448	48 407	52 556	52 556
Correspondence Unit (thousands of words)	628	910	712	795	795
Documents control (number of jobs)	16 006	17 459	16 651	17 604	17 604

Resource requirements (at current rates)

Staff costs

25E.110 It is proposed to continue the existing provisions for one General Service (Other level) post made available to UNIDO for the Documents Control Unit ($88,700) and temporary assistance for meetings ($294,800).

Other expenditures

25E.111 It is proposed to maintain the provision of $1,42',800 for contributions to joint United Nations/UNIDO language services.

2. MEETING, INTERPRETATION AND VERBATIM REPORTING SERVICES

TABLE 25E.52. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	5 419.6	7 528.0	-	-	7 528.0	703.2	8 231.2
Travel on official business	9.7	9.7	-	-	9.7	0.8	10.5
Contractual services	1.7	1.7	-	-	1.7	-	1.7
Furniture and equipment	8.6	9.4	-	-	9.4	0.6	10.0
Other expenditures	33.5	37.0	-	-	37.0	4.5	41.5
Total	**5 473.1**	**7 585.8**	-	-	**7 585.8**	**709.1**	**8 294.9**

TABLE 25E.53. POST REQUIREMENTS

Programme: Meeting, interpretation and verbatim reporting services, Vienna

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
P-5	2	2	-	-	-	-	2	2
P-4	13	13	-	-	-	-	13	13
P-3	9	9	-	-	-	-	9	9
P-2/1	1	1	-	-	-	-	1	1
Total	**25**	**25**	-	-	-	-	**25**	**25**
General Service category								
Principal level	1	1	-	-	-	-	1	1
Other levels	6	6	-	-	-	-	6	6
Total	**7**	**7**	-	-	-	-	**7**	**7**
Grand total	**32**	**32**	-	-	-	-	**32**	**32**

Subprogramme 2. Meeting, interpretation and verbatim reporting services

25E.112 With effect from 1 January 1992, a common interpretation service was established for the United Nations, UNIDO and IAEA under the responsibility of the United Nations. Meeting planning services will continue to be provided by the United Nations for itself and UNIDO on a joint basis.

Activities

Conference services (RB)

Meeting, interpretation and verbatim reporting services: *(a)* provision of meeting planning services for the United Nations and UNIDO; *(b)* scheduling of meetings and allocation of related resources; and *(c)* provision of simultaneous interpretation in the six official languages for UNIDO, IAEA, and Vienna-based United Nations units as well as for meetings convened at Vienna by other departments and offices of the Secretariat.

25E.113 Workload statistics relating to this subprogramme are shown in table 25E.54, with services used by the United Nations shown separately.

TABLE 25E.54. MEETING AND INTERPRETATION SERVICES: WORKLOAD STATISTICS

	1986-1987	*1988-1989*	*1990-1991*	*1992-1993*	*1994-1995*
	(actual)			*(estimate)*	
Meetings serviced (total)	3 002	3 490	4 262	3 322	3 322
United Nations	1 450	1 524	1 833	1 714	1 714
Interpreter-days (total)	8 009	7 812	8 245	7 488	7 488
United Nations	6 095	5 745	7 025	6 054	6 054

Resource requirements (at current rates)

Staff costs

25E.114 Requirements of $5,362,600 are estimated for established posts, $2,139,000 for temporary assistance for meetings and $26,400 for overtime.

Travel on official business

25E.115 An amount of $9,700 would provide for travel of staff to coordination meetings in New York and Geneva.

Contractual services

25E.116 It is proposed to maintain the existing provision for the acquisition of software for the Meetings Planning Unit ($1,700).

Furniture and equipment

25E.117 An amount of $9,400 would provide for the replacement of office automation equipment.

Other expenditures

25E.118 It is proposed to continue the existing provision of $37,000 for reimbursement to IAEA for the printing and reproduction of forms and other material required by the Meetings Planning Unit.

3. TRANSLATION SERVICES

TABLE 25E.55. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	*1992-1993 revised appropriation*	*Biennialized base*	*Resource growth*		*Total before recosting*	*Recosting*	*1994-1995 estimates*
			Amount	*Percentage*			
Staff costs	9 054.4	10 562.4	-	-	10 562.4	816.5	11 378.9
Furniture and equipment	-	-	232.3	-	232.3	12.7	245.0
Other expenditures	7 360.4	8 090.7	-	-	8 090.7	854.1	8 944.8
Total	**16 414.8**	**18 653.1**	**232.3**	**1.2**	**18 885.4**	**1 683.3**	**20 568.7**

TABLE 25E.56. POST REQUIREMENTS

Programme: Translation services, Vienna

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1992-1993	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*	*1992-1993*	*1994-1995*
Professional category and above								
P-4	8	8	-	-	-	-	8	8
P-3	12	12	-	-	-	-	12	12
Total	**20**	**20**	-	-	-	-	**20**	**20**
General Service category								
Other levels	15	15	-	-	-	-	15	15
Total	**15**	**15**	-	-	-	-	**15**	**15**
Grand total	**35**	**35**	-	-	-	-	**35**	**35**

Subprogramme 3. Translation services

25E.119 Under the current arrangements, translation services are provided to the United Nations by the Language and Documentation Division of UNIDO. As explained in paragraph 25E.103, pending agreement on a unified service, it is assumed that the current arrangements would be continued during 1994-1995 with the phasing in of a separate service during the last three months of the biennium. It is accordingly proposed to maintain the existing provisions for the continuation of joint services with UNIDO and redeploy resources during the last three months of 1995 to meet staffing requirements for the transition to a separate service effective 1 January 1996.

Activities

Conference services (RB)

Translation services: *(a)* translation and revision of documents, official correspondence and publications; *(b)* arranging for contractual translation and other services; and *(c)* provision of reference and terminology services for translators, interpreters and editors.

25E.120 Statistics on services used by the United Nations are shown in table 25E.57.

TABLE 25E.57. TRANSLATION SERVICES USED BY THE UNITED NATIONS

(Thousands of words)

	1986-1987	*1988-1989*	*1990-1991*	*1992-1993*	*1994-1995*
		(actual)		*(estimate)*	
Translation	23 769	26 938	24 557	28 119	28 119

Resource requirements (at current rates)

Staff costs

25E.121 Established posts under the regular budget of the United Nations have been made available to UNIDO for documentation and language services since the establishment of joint service arrangements at Vienna. It is proposed to maintain the same number of established posts for the Translation Service until the establishment of a separate conference service. It is also proposed to continue the existing provision for temporary assistance to supplement the permanent capacity of the Language and Documentation Division of UNIDO in meeting the needs of the United Nations ($5,642,700).

Furniture and equipment

25E.122 A new provision of $232,300 is requested to equip United Nations staff with computer workstations compatible with the new word-processing standard. In 1994-1995 this would involve the purchase of 36 networked personal computers and 5 shared printers.

Other expenditures

25E.123 It is proposed to maintain the existing provision of $8,090,700 for reimbursement to UNIDO for translation and related services undertaken for the United Nations by UNIDO staff or contracted for by UNIDO.

4. PUBLISHING SERVICES

TABLE 25E.58. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	1992-1993 revised appropriation	Biennialized base	Resource growth		Total before recosting	Recosting	1994-1995 estimates
			Amount	Percentage			
Staff costs	261.5	345.5	-	-	345.5	19.6	365.1
Other expenditures	1 908.7	2 215.9	-	-	2 215.9	235.8	2 451.7
Total	**2 170.2**	**2 561.4**	**-**	**-**	**2 561.4**	**255.4**	**2 816.8**

Subprogramme 4. Publishing services

25E.124 Under the current arrangements, publishing services are provided to the United Nations by the Language and Documentation Division of UNIDO. As explained in paragraph 25E.103, pending agreement on a unified service, it is assumed that the current arrangements would be continued during 1994-1995 with the phasing in of a separate service during the last three months of the biennium. It is accordingly proposed to maintain the existing provisions for the continuation of joint services with UNIDO and redeploy resources during the last three months of 1995 to meet staffing requirements for the transition to a separate service effective 1 January 1996.

25E.125 Reproduction services are provided to the United Nations and other occupants of the Vienna International Centre by the common printing service operated by IAEA. For reasons of administrative convenience, provisions related to this common service are shown under subprogramme 5 below.

Activities

Conference services (RB)

Publishing services: *(a)* provision of typesetting, layout, graphic presentation and related printing services; *(b)* reproduction of material prepared by United Nations bodies; and *(c)* distribution of documentation.

25E.126 Statistics on services used by the United Nations are shown in table 25E.59.

TABLE 25E.59. PUBLISHING SERVICES USED BY THE UNITED NATIONS[a]

	1986-1987	1988-1989	1990-1991	1992-1993	1994-1995
		(actual)		(estimate)	
Printing (time logged, hours)	10 951	10 002	11 025	17 869	17 869
Printing (thousands of page impressions)[b]	16 382	16 386	16 400	16 300	16 300
Reproduction (thousands of page impressions)	89 900	96 288	82 254	91 218	91 218
Distribution (thousands of items)	4 779	4 773	4 481	3 966	3 966

[a] Based on figures provided by IAEA and UNIDO.

[b] Financial provision for these printing services is made under subprogramme 5.

Resource requirements (at current rates)

Staff costs

25E.127 It is proposed to maintain the existing provision for temporary staff to meet peak workload requirements in connection with printing, reproduction and distribution of documents ($345,500).

Other expenditures

25E.128 It is proposed to maintain the existing provision for the reimbursement to UNIDO for publishing services ($2,215,900).

5. LIBRARY INFORMATION SERVICES

TABLE 25E.60. SUMMARY OF 1994-1995 ESTIMATES BY OBJECT OF EXPENDITURE

(Thousands of United States dollars)

Object of expenditure	1992-1993 revised appropriation	Biennialized base	Resource growth		Total before recosting	Recosting	1994-1995 estimates
			Amount	Percentage			
Supplies and materials	277.1	409.0	-	-	409.0	23.1	432.1
Other expenditures	1 744.7	1 921.1	-	-	1 921.1	223.7	2 144.8
Total	**2 021.8**	**2 330.1**	-	-	**2 330.1**	**246.8**	**2 576.9**

Subprogramme 5. Library information services

25E.129 The Vienna International Centre Library is operated by IAEA as a common service for all organizations at the Vienna International Centre. For administrative purposes, resource estimates under this subprogramme include a provision for common printing services provided by IAEA. Library and printing services will continue to be provided on behalf of the United Nations by IAEA.

Activities

Conference services

Library services: *(a)* selection, acquisition and maintenance of books, documents, publications, serials, journals, newspapers and other material; *(b)* cataloguing, indexing and processing of material acquired; and *(c)* provision of reference and loan services to users.

Resource requirements (at current rates)

Supplies and materials

25E.130 The estimated requirements ($409,000) relate to the acquisition of library books and periodicals purchased in support of United Nations substantive and administrative units located at Vienna.

Other expenditures

25E.131 The estimated requirements ($1,921,100) relate to the reimbursement to IAEA for printing and reproduction services ($1,261,600), for the United Nations share of the staff and general operating costs of the Vienna International Centre Library ($654,700) and for connection to the IAEA mainframe-based Library Catalogue for the International Trade Law Branch ($4,800).